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ABSTRACT

The 1974-75 Faculty Handbook for the University of West Florida provides a description of administrative positions, the functions, policies, and procedures of the university. The document details the professional and ethical relationships of both faculty and administrative personnel; the organization of the university staff including faculty evaluation procedures; appointment; promotion; tenure; and dismissal guidelines. (JMF)

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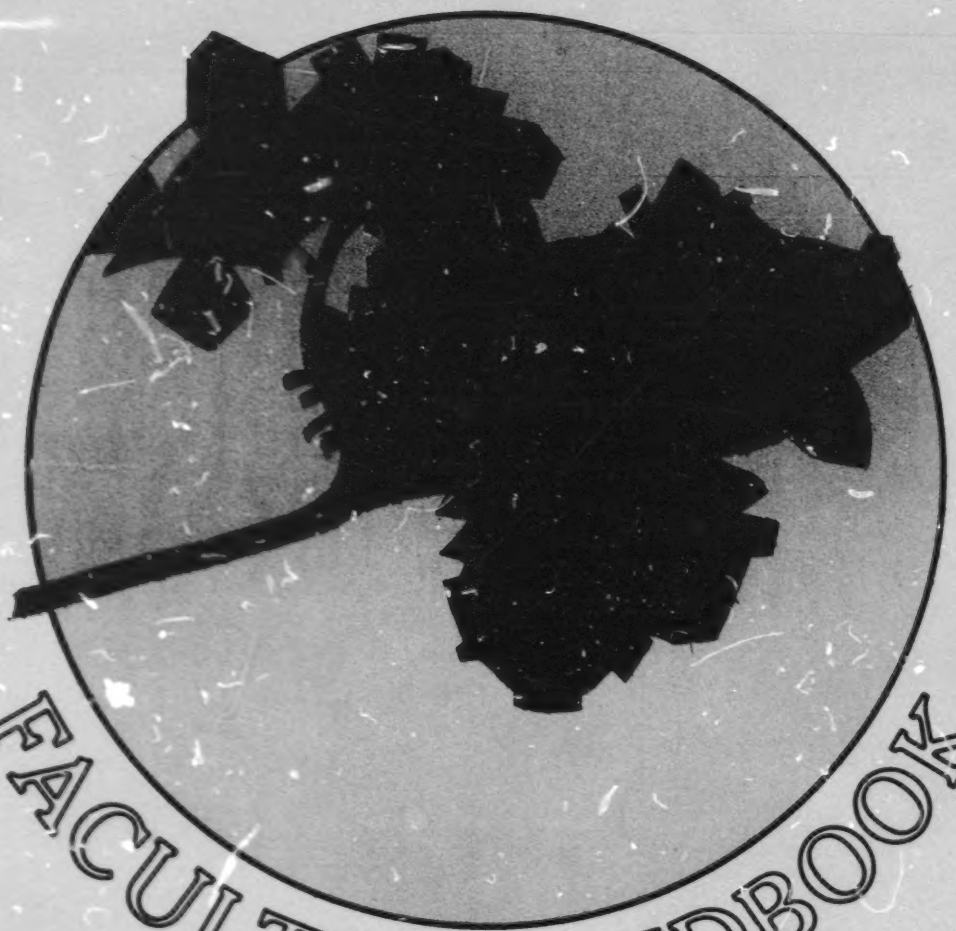

FACULTY HANDBOOK

THE UNIVERSITY OF WEST FLORIDA
PENSACOLA, FLORIDA 32504

1974-75

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FACULTY HANDBOOK

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1.0 INTRODUCTION

1.1 Handbook Use and Purpose

The primary purpose of the Handbook is to provide information concerning policies and procedures which directly affect the faculty at The University of West Florida. In addition, relevant information of a more general nature is included.

Responsibility for revising and updating the Faculty Handbook has been given to the Faculty Handbook Revision Committee, the membership of which is determined by Faculty Council. All changes in the Handbook are made subject to the approval of the Academic Vice President.

1.2 History

The University of West Florida was established to meet the educational needs of the people of the State's northwest region. In 1955, the Florida legislature authorized the State Board of Education to establish an upper-level university in Escambia County to service panhandle Florida including greater Pensacola, the State's tenth largest metropolitan area.

In the fall of 1963, sites were provided for a 1000 acre main campus in northern Pensacola and an auxiliary campus on Santa Rosa Island. Selected as the first president, Harold Bryan Crosby assumed the office in 1964 and began official University planning. Ground-breaking ceremonies took place in 1965, and in the fall of 1967, the University enrolled 1,318 charter students. Graduate course offerings began in January, 1969.

The University administers the State University System Center in Panama City, Florida, and offers classes at the Eglin-Fort Walton Beach Center located on Eglin Air Force Base. The present enrollment of the University is approximately 4,400 students in both undergraduate and graduate programs.

1.3 Accreditation

The University of West Florida undergraduate and graduate programs have been accredited by the Southern Association of Colleges and Schools. The University is a member of the Association. Its programs for teacher education are accredited by the Southern Association of Colleges and Schools and approved by the State Department of Education of Florida.

1.4 Financial Resources

The major portion of the financial resources of The University of West Florida is provided by the State of Florida. The expenditure of all funds is monitored and supervised by the Florida Board of Regents. Secondary sources of funds are student fees, donations, contracts, and grants. Local governmental bodies have provided funds for land acquisition and roads.

2.0 PROFESSIONAL AND ETHICAL RELATIONSHIPS

2.1 Rights and Responsibilities

As citizens, members of the faculty enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. Among the basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse.

Freedom of press implies the right to freedom from censorship in campus newspapers and other media, and the concomitant obligation to adhere to the canons of responsible journalism. It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

Each member of the campus has the right to organize his or her own personal life and behavior, so long as it does not violate the law or rights of others or the educational process. It is understood that the campus is not a sanctuary from the general law.

All members of the faculty have unique responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include the obligation to respect the freedom to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry. Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom. Freedom to teach and to learn implies that the teacher has the right to determine the specific content of his course, within the established course definition.

Each faculty member has an obligation not to interfere with the freedom of members of the campus to pursue normal academic and administrative activities, including freedom of movement. He is obligated not to infringe upon the rights of members of the campus to privacy in offices, laboratories, or dormitory rooms and in the keeping of personal papers, confidential records, and effects, subject only to the general law and to conditions voluntarily entered into.

In accordance with University regulations, a faculty member has the right to identify himself as a member of the campus and a concurrent obligation not to speak or act on behalf of the institution without authorization, and the right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly debate.

2.2 Academic Freedom

The following statement on academic freedom is a partial extract from the Board of Regents Policy Manual:

"The Board of Regents as the legally constituted agency for policy making and supervision of the State universities believes that academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research, and creativity. In the development of knowledge, research endeavors and creative activities, a university faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for University teaching. Consistent with the exercise of academic responsibility a teacher must have freedom in the classroom in discussing his subject. The University student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs so that he may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is a duty of each teacher.

The established policy of the Board of Regents continues to be that the faculty member must fulfill his responsibility to society and to his profession by manifesting academic competence, scholarly discretion, and good citizenship. The university teacher is a citizen, a member of a learned profession, and an academic officer of an educational institution. He should be constantly mindful that these roles may be inseparable in the public view, and he should, therefore, at all times exercise appropriate restraint and good judgment."

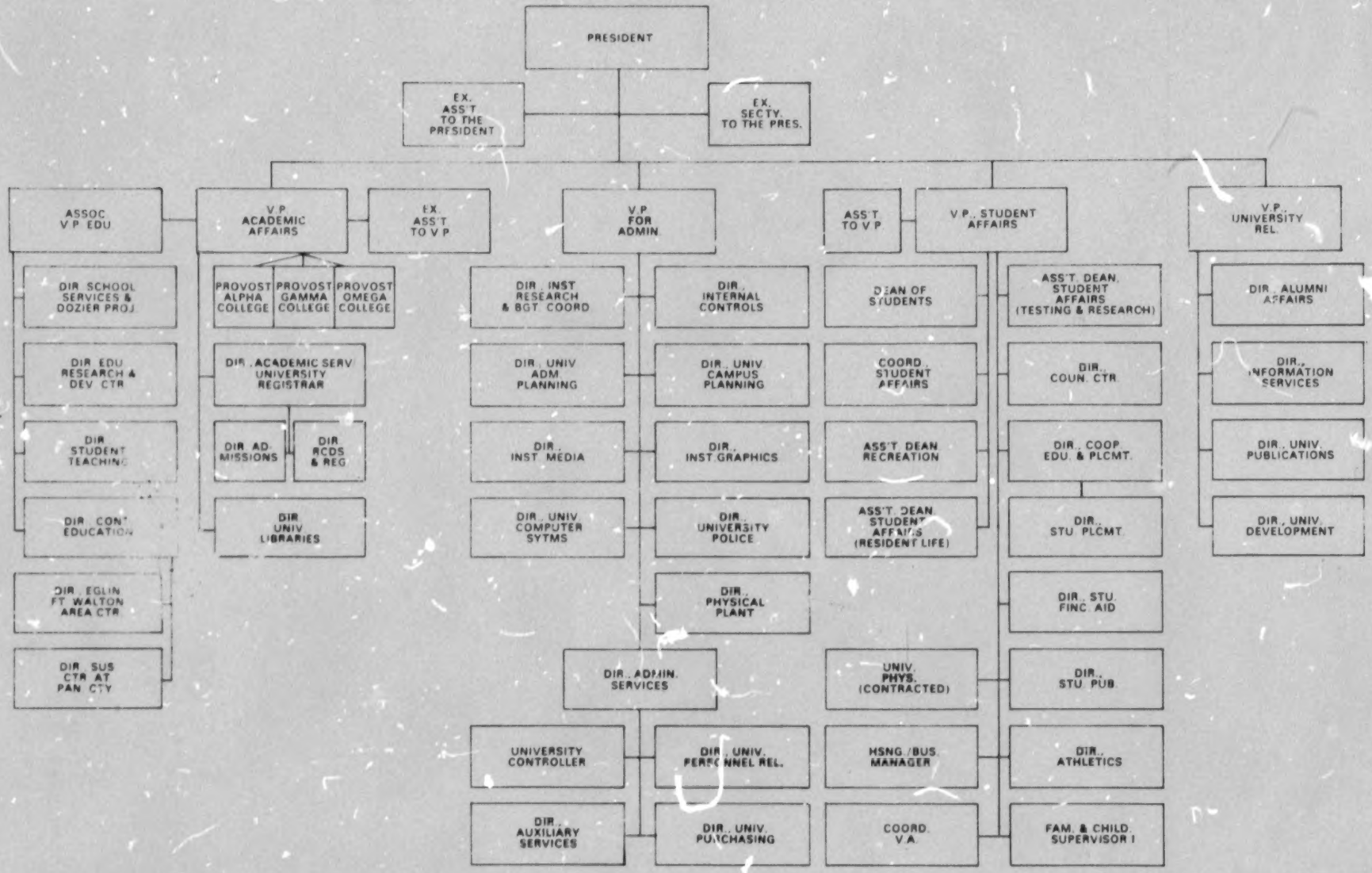
In further definition of the above statement, it should be noted that the teacher is entitled to full freedom in research and the publication of the results. Subject to the adequate performance of his other academic duties, any material return for such research must be based upon Board of Regents policies and the Statutes of the State of Florida.

3.0 ORGANIZATION OF THE UNIVERSITY STAFF

3.1 The President

The President is appointed by the Board of Regents. He has the full authority and responsibility for the operation of the University under policies, rules, and regulations of the Board of Regents and within budgets approved by the Board. He is expected to take the initiative in shaping and maintaining the educational policies and the character of the University within the framework of the role and scope approved by the Board. Specific duties and responsibilities are further outlined in the Operating Manual of the Board of Regents. The President makes a determination upon all recommendations and actions of committees, councils, faculties, and other advisory bodies.

ORGANIZATION CHART BY FUNCTION OF THE UNIVERSITY OF WEST FLORIDA



3.2 1. Executive Assistant to the President -- Reporting directly to President, the Executive Assistant to the President performs such tasks and assignments as directed by the President.

2. Director of Community College Relations -- The Director is the primary contact between the University and the Florida community/junior colleges concerning articulation matters. He is responsible for planning and supervising articulation visits to these institutions by University personnel and for keeping abreast of trends and changes within the Florida community/junior college system.

3.3 Vice President for Academic Affairs

The Vice President for Academic Affairs, as chief academic officer of the University, is responsible for the allocation of resources for the academic program, the improvement of instruction, the correlation of instructional activities, the evaluation of University educational activities, the establishment of policy with respect to employment, promotion and tenure, and the maintenance of personnel records of the academic staff. He presides over the Academic Council, and in the absence of the President assumes the authority and responsibility of the President.

Reporting to the Vice President for Academic Affairs are the Provosts, the Associate Vice President for Education, the Executive Assistant to the Vice President, the University Registrar, and the Director of Libraries.

3.4 Executive Assistant to the Vice President for Academic Affairs

Reporting directly to the Vice President for Academic Affairs, the Executive Assistant to the Vice President performs such tasks and assignments as directed by the Vice President for Academic Affairs.

3.5 The Provosts

The Provosts, under the supervision of the Vice President for Academic Affairs, are the chief administrative officers of their respective colleges and are responsible for administering the academic programs in their colleges.

In addition, the Provosts are responsible for the nomination of faculty chairmen and the assignment of their duties; for the supervision of the use of funds, space and equipment allocated to their colleges; and for the preparation of their college budgets and administrative reports. A Provost may serve as professor in one of the faculties in the University.

3.6 University Registrar

Reporting to the University Registrar are the Director of Admissions, and the Director of Registration and Records. The University Registrar also assumes responsibility for the class schedules, and the control and coordination of the assignment of use of classroom and laboratories. The Vice President for Academic Affairs has overall responsibility for the activities of the Office of University Registrar.

3.7 Director of Admissions

The Director of Admissions is under the direct supervision of the University Registrar. Additional personnel include an Assistant Director, Admissions Counselor, and clerical staff. The Office of Admissions is responsible for processing applications for admission to the University. Evaluation of upper-division credits, where applicable, is the responsibility of several faculties as requested by the Admissions Office.

3.8 Director of Registration and Records

The Director of Registration and Records reports to the University Registrar and is responsible for maintaining student records, Selective Service, Social Security, completion of degree requirements, and student records. In addition, he is responsible for the registration of students each quarter.

3.9 Director of Libraries

Under the supervision of the Vice President for Academic Affairs, the Director of Libraries is responsible for the acquisition, cataloging, circulation, and accountability of University library holdings.

3.10 Associate Vice President for Education

Functioning as a member of the Academic Affairs Office, the Associate Vice President for Education is responsible for the coordination of all matters in the University pertaining to the program in teacher education. He is directly responsible for University programs in teacher education, Community-School Services and Special Programs, Continuing Education, the Educational Research and Development Center, Student Teaching, and all other clinical studies in education.

3.11 Director of Community-School Services and Special Programs

The Director of Community-School Services and Special Programs reports to the Associate Vice President for Education. He organizes, facilitates, and coordinates all University services provided to the public school systems of West Florida. He is also responsible for any specially designed and contracted programs or services sponsored or hosted by the University and coordinates programs or services sponsored or hosted by the University and coordinates seminars, symposiums, workshops, etc. held on The University of West Florida campus.

3.12 Director of Teacher Education and Clinical Studies

Reporting to the Associate Vice President for Education, the Director of Teacher Education and Clinical Studies assists the Associate Vice President for Education in the coordination of the overall teacher education program. In addition, he is responsible for coordinating the university student teaching and pre-student teaching clinical studies program.

3.13 Director of Continuing Education

The Director of Continuing Education, reporting to the Associate Vice President for Education, is responsible for providing off-campus educational services for the seven-county West Florida area. Through his office, the Director plans credit and certain non-credit classes for persons in industry, business, the military, government, the public schools, social and cultural agencies, and the professions. After determining, usually by survey, which services are to be offered, the Director then makes the necessary arrangements to provide whatever educational service is needed. This process involves staffing the courses with qualified instructors in coordination with the resident colleges, insuring that adequate facilities for the courses are provided, and controlling the registration and fiscal procedures.

3.14 Resident Directors of Off-Campus Centers

The Resident Directors of Off-Campus Centers report to the Director of Continuing Education. They make counseling appointments and plan course offerings at the Off-Campus Centers. They also act as official representatives of the University to all public and governmental agencies in the Centers' service area. The University of West Florida currently operates off-campus centers at Eglin Air Force Base and in Panama City.

3.15 Educational Research and Development Center

The Director of Educational Research and Development Center reports to the Associate Vice President for Education. He directs research and development projects within the Center and coordinates projects within the Division of the Associate Vice President for Education. Working closely with the Directors of Community-School Services and Special Programs, Teacher Education and Clinical Studies, and Continuing Education, he coordinates research and development programs, devises delivery systems for new research and instructional products, provides data reduction and evaluation services, and sponsors conferences to explore new developments and current problems in education. A diversified staff skilled in research, evaluation, teaching, data reduction, and community service reports to the Director of the Center.

3.16 Administrative Affairs

The Administrative Affairs division is headed by the Vice President for Administrative Affairs, who reports directly to the President. This division functions primarily to serve the University by providing and maintaining the resources required to support the institution's primary objectives of education, research and public service.

Included in the Administrative Affairs area are the following major divisions or departmental units: Department of Administrative Planning; Department of Administrative Services, which includes the Division of Auxiliary Services (consisting of self-supporting operations of the Campus Bookstore, Food Services, Duplicating Services, and Vending Operations), University Controller, University Personnel Relations, and University Purchasing; Department of Computer Systems; Department of Instructional Media, which is responsible for the University's television facilities, audio-visual equipment and materials, and graphic services; Department of Internal Control; University Police; Division of Physical Plant; Institutional Research and Budget Coordination; and University Campus Planning.

3.17 Institutional Research and Budget Coordination

The Director of Institutional Research is responsible for internal studies and the preparation of statistical reports for internal and external use. He is responsible for planning and coordinating the preparation of legislative and operating budgets and accumulating data to explain or justify legislative requests.

3.18 Department of Administrative Planning

The Office of Administrative Planning provides coordinating services for the assignment of physical (space) facilities, maintains the inventory of physical facilities and data on the utilization of facilities, provides staff assistance in the preparation of fixed capital outlay budgets and campus master plan by projecting future facilities needs based on enrollments and academic plans, maintains control and approves the expenditures of Fixed Capital Outlay funds, provides advice and assistance in the preparation of building programs for new facilities, and provides advice and assistance to the Facilities Planning Committee, explores financial ways and means for construction of facilities not eligible for appropriated funds.

3.19 Department of Instructional Media

The Center offers the following services: audio-visual equipment distribution; film rental, preview, and procurement services; production of television lessons, audio tapes, and slides; video production and distribution, and technical advice; and graphic productions such as overhead transparencies, photographs, and creative art work for graphs, charts, diagrams, slides, and other classroom aids.

The Instructional Media Center also provides consultation to assist in the design, procurement, production, and effective use of audio-visual and instructional media materials for classroom and professional needs.

3.20 Department of Computer Systems

The University offers the services of a centralized computer facility located in Building 38. The computer center utilizes an IBM 360 Model 40 computer, an IBM 360 Model 50 computer and a CDC 6500 computer to service instructional programs, research projects and administration. Physical location and functions of the computers are as follows:

Computer	Primary Function	Location
IBM 360/40	Instructional/Research	University of West Florida
IBM 360/50	Administration	Florida State University Campus Northwest Regional Data Center
CDC 6500	On-line, interactive Instruction/Research via Terminals	Florida State University - FSU Computing Center

Services offered by this department include systems consultation, evaluation, design, and implementation. Requests for assistance should be initiated through the Director of Computer Systems.

3.21 Department of Internal Controls

The Department of Internal Control provides a continuous and independent review of accounting, financial and operating procedures at The University of West Florida.

3.22 University Campus Planning

The functions of the Office of University Campus Planning include: the planning/coordination/implementation of the overall physical layout of the campus; the siting, planning and physical layout of the individual building projects implementing the master plan; the preparation of the building programs and monitoring of the implementation of building programs through design-coordination with the Architect/ Engineer for a given project, and the coordination of on-campus planning with off-campus planning.

3.23 Division of Physical Plant

The Division includes the following functional areas: General Supervision and Administration, Grounds and Landscaping, Facility Maintenance, Custodial Services, Transportation, Telephone-Switchboard and Campus Post Office Services.

Requests for maintenance, special custodial service, changes in telephone arrangements, etc., should be forwarded through the appropriate chairman or department head on forms provided for the specific purpose. The University has a limited number of low rent vehicles available for official use. Instructions regarding the scheduling of these vehicles are available through the office of the chairmen and department heads.

3.24 Department of University Police

The Department of University Police is responsible for the protection of property and members of the University Community and visitors on The University of West Florida Campus, which includes the roadways. Laws relating to traffic control and regulations affecting parking are enforced primarily by University Police Officers. Policies pertaining to campus parking regulations are recommended by the University Traffic and Road Safety Committee for implementation by this department. All officers are duly sworn law enforcement officers of the State of Florida pursuant to Section 239.58 Florida Statutes. The Department of University Police should be notified in cases of emergency or where police services may be required.

3.25 Business Office

The Business Manager is charged with the responsibility of directing the areas of Auxiliary Services, University Controller, University Personnel Relations, and University Purchasing.

3.26 Division of Auxiliary Services

The Office of Auxiliary Services is responsible for the administration, coordination, and control of the University Food Service contract, the University Bookstore, Duplicating Services, and the business aspects of the Student Health Center and the vending operations contracts. The director and staff should be contacted concerning special food service arrangements, vending machine problems, and any other matters pertaining to the various auxiliary departments.

3.27 Food Services

A cafeteria, snack bar, rathskeller, and private dining room are located in the University Commons Building. Banquets, coffees, receptions, picnics and other types of special food service events can be arranged through the Office of Auxiliary Services.

3.28 Duplicating Services

Duplicating Services, located in the basement of the Library, offers a full range of duplicating capability from camera-ready originals. Among the kinds of work produced are posters, flyers, brochures, programs, postcards, envelopes, syllabi, worksheets, correspondence, business documents, and interoffice memos.

3.29 Bookstore

The University Bookstore is located in the basement of the Library. In addition to textbooks, reference books, and school and art supplies, a broad selection of paperback books, notions, greeting cards, and gifts is available. Any book in print is available through the special book order service. Academic costume for any school in the world may be ordered on a purchase or rental basis. Each quarter the Bookstore routinely furnishes every academic department with the necessary forms for ordering textbooks and supplies.

A publication service is provided by the Bookstore for the producation and sale in the Bookstore of syllabi, handbooks, manuals, worksheet packages, and other class materials authorized by members of the faculty.

3.30 University Controller's Office

The University Controller and his staff are responsible for the collection and disbursement of all university funds. This responsibility includes the recording, reporting and budgetary control of all fiscal transactions. In order to provide supportive services to all areas of the university community, the Controller's Office is organized into the following nine functional sections:

1. Cashier - The University Cashier receives payments to the University for student fees, parking decals, traffic violations, student loan repayments, library fines, housing fees, and other miscellaneous payments. The cashier also provides a check cashing service.

3.30 University Controller's Office (contd.)

2. Student Receivables - The Student Receivables section processes and distributes all student loans and scholarships.

3. Plant Accounting - The Plant Accounting section performs all accounting functions for the property, buildings, furniture and equipment of the University.

4. Contracts and Grants Accounting - This section maintains the Contracts and Grant agreement documents and perform the budgetary control, collection, disbursement, and reporting functions for all Federal, State and Local government, and private contracts and grants with the University.

5. Vouchering (Accounts Payable) - This section is responsible for the payment of all bills of the University.

6. Travel - This section processes all travel authorization requests and reimbursements to those who travel on official University business.

7. Payroll - The payroll section processes and distributes payrolls bi-weekly to all Faculty, Staff, and Student employees.

8. Central Ticket Office - This section provides for the printing and sale of tickets to all University sponsored events.

9. General Accounting - The General Accounting section maintains the fiscal accounting records for the state appropriated funds on which the University operates.

3.31 Department of University Personnel Relations

The Department of University Personnel Relations is responsible for recruiting, testing, placing and classifying personnel, processing payroll information, assisting in transfers and promotions and maintaining confidential personnel files. It also conducts training and orientation and is responsible for environmental safety. The department is available for advice and assistance in such matters as insurance, retirement, social security, annuities, credit union and other benefits.

3.32 Division of University Purchasing

The purpose of this division is to purchase goods and services for the University within the scope and limitations set forth to buy without prejudice, seeking maximum ultimate value for each dollar spent. The Director of Purchasing will purchase or issue orders for the purchase of all goods and services requisitioned by all departments of the University. He operates this department in accordance with directives issued by the Board of Regents, Division of Purchasing, Department of General Services, and local regulations.

3.32 Division of University Purchasing (contd.)

Most of the acquisition of goods and services by the University are made through Regular Purchase Orders. The prices used on the purchase order are based on catalogs, verbal quotations, and written price quotations, with and without advertising. This department maintains a catalog file with current prices for a larger number of items. These price lists are updated from time to time by the vendor and are generally reliable.

A verbal quotation is obtained either through a sales representative or directly from the supplier via telephone. This form of quotation is used when relative urgency exists and the purchase does not exceed $200.

An order with an aggregate value of $200 or over, up to $1,000, must be price quoted in writing. This is accomplished via an informal request for quotation that has no exact time for opening. A written, formal price quotation is required when the aggregate value of the purchases is $1,000 or over. These are requests for quotations where the prospective vendor is requested to submit a sealed bid to be opened at a time and date indicated. If the aggregate value of the order is $1,000 or over but not exceeding $2,000, the formal bid does not have to be advertised.

When the aggregate value of an order is $2,000, or over, the request for quotation must be advertised for two (2) weeks in a newspaper of wide circulation. The bid is opened seven (7) days after the second advertisement.

Alternative purchase procedures are listed below:

The Limited Purchase Order is used for small purchases only where single or combined amount does not exceed $24.00 (one vendor). These are restricted mainly to expense items where other procedures may be too time consuming and/or cumbersome.

Blanket Purchase Orders are used with recurring purchases of similar items. The vendor invoices the University monthly using one Purchase Order number as reference.

In addition to performing the above functions, the department maintains a Petty Cash Fund for small purchases not exceeding $5.00 for any one item purchased; a preventive maintenance program of all office machinery; and a Central Stores designed to provide items of common use of reasonable prices through a program acquisition system. These items include paper, duplicating fluid, etc., as well as plywood and other types of lumber.

3.33 Student Affairs

The Vice President for Student Affairs is the principal administrative officer in the Division of Student Affairs who reports directly to the President. He recommends to the President plans, policies, and procedures pertaining to student life outside the classroom. In coordination with the Provosts, he seeks effective working relationships among the students, faculty, and the administrative officers in order that all available resources are committed to the educational process.

3.33 Student Affairs (contd.)

Reporting directly to the Vice President for Student Affairs are the following departments: Office of the Dean of Students, Minority Affairs, Office of Testing and Research, Child Care Center, Center for Cooperative Education and Placement Services, Counseling Center, Housing Services Office, Office of Student Financial Aid, Office of Student Publications, Veterans Affairs, and the Sports Program.

3.34 Child Care Center

The Child Care Center provides care for the children of students, faculty, and staff, and also serves as an internship for students majoring in related fields. The Center is headed by a Faculty and Children's Supervisor, who reports to the Vice President for Student Affairs.

3.35 Center for Cooperative Education and Placement Services

The Center Director is also Director of Cooperative Education in which capacity he works with students, faculty, and employers in arranging and coordinating opportunities for students to acquire practical experience in their chosen fields as they pursue their degree programs, earning academic credit for work assignments.

The Director of Placement Services assists students in securing employment by assisting in resume preparation, scheduling various interviews by employer representatives, and referring resumes directly to the employers. The Director of Placement Services is responsible to the Director of the Center.

3.36 Counseling Center

Personal, social, marital, and vocational counseling, as well as vocational and psychological testing, is provided to students by the Counseling Center Staff. The Counseling Center is coordinated by a Director who also functions as a counseling psychologist.

3.37 Office of the Dean of Students

This office provides general information to students and faculty concerning University student life, policies, and procedures. Foreign students are also provided with immigration information and personal counseling services. The official process of withdrawal from the University is initiated in this office.

The Dean of Students is directly responsible to the Vice President for Student Affairs for Recreation and Intramurals, Residence Counseling and Programming, Student Activities, and the Health Center.

3.38 Health Center

The Center provides 24-hour nursing care with a physician in attendance daily Monday through Friday. Medical care to the dependents of students is also offered on a fee-for-service basis.

3.39 Housing Services Office

This office is responsible for the financial management and maintenance of the resident houses.

3.40 Minority Affairs Office

An Assistant to the Vice President for Student Affairs, as the minority affairs representative for all University students, administers Title VI of the Civil Rights law as it pertains to all phases of academic and social life.

3.41 Off-Campus Housing Office

This office provides information regarding available off-campus housing facilities for all University students and is directed by a Supervisor who reports to the Coordinator for Resident Life.

3.42 Office of Recreation and Intramurals

The Office of Recreation and Intramurals is responsible for planning, coordinating, and implementing University recreational activities and programs including intramurals for both men and women.

3.43 Residence Counseling and Programming

This office, with support from the Housing Services Office, provides programs which contribute to the academic, social, and cultural advancement of each resident student.

3.44 Sports Program

The Sports Program, administered by the Director of Athletics, provides a wide range of athletic activities, including extramural competition and intercollegiate basketball. Extramural competition is provided in sailing and soccer.

3.45 Office of Student Activities

This office coordinates all student organizations and entertainment programs. Information regarding regulations and procedures governing student organizations may be obtained through this office. The official University calendar of scheduled events is also maintained and distributed by this office.

3.46 Office of Student Financial Aid

The Office of Student Financial Aid is responsible for the administration of all student financial aid programs.

3.47 Office of Student Publications

This office is delegated the authority and responsibility for the direct administration and supervision of all authorized student publications, and is coordinated by the Director of Student Publications who reports to the Vice President for Student Affairs.

3.48 Office of Testing and Research

This office administers all University-wide standardized testing programs and researches information for the Vice President for Student Affairs for dissemination to various intra and inter-University agencies. The Office of Testing and research is coordinated by the Assistant to the Vice President for Student Affairs.

3.49 Office of Veterans Affairs

This office provides outreach activities for the veteran in West Florida. Referral and follow-up arrangements with service agencies, recruitment activities, special educational programs including remedial, tutorial, and motivational programs are provided by the Veterans Affairs office.

3.50 Vice President for University Relations

The Vice President for University Relations reports directly to the President with the primary responsibility for fostering, enhancing, and maintaining support of the institution on behalf of its many constituencies including, but not limited to: the executive, legislative, and administrative branches of government, industry, the military establishments, the news media and the public. Support in the context used here includes all manifestations of good will toward the University.

The Vice President for University Relations exercises supervisory responsibility over the Office of Information Services, Office of Alumni Affairs, Office of Development and the Office of Publications. The Vice President also serves in an advisory capacity to the Executive Committee and, when appropriate, to all members of the faculty and staff. He also participates in the planning function in order that support may be activated when required. In addition, he performs special assignments upon request of the President.

3.51 Alumni Affairs

The Office of Alumni Affairs is a part of the University Relations Division and is the campus headquarters for The University of West Florida Alumni Association. The Association functions as a major activity under The University of West Florida Foundation and as such it has representation on the Foundation Board of Directors.

The Alumni Office maintains records on all former students and serves as a liaison between the University and its alumni. Through the quarterly publication of a newspaper, the Nautilog, alumni are kept informed about the University community and about each other. In addition to the services rendered primarily for alumni, the Alumni Association participates in special campus events for students and former students. The establishment of Alumni Chapters in various cities and an annual alumni giving campaign are important activities of the Alumni Office.

3.52 Information Services

The Office of Information Services, a part of the University Relations Division, endeavors to develop and maintain an understanding of, and favorable disposition towards, the University and its programs and policies. Particular emphasis in this regard is placed on contacts and relations with mass communications media. Specific functions include preparation of news and feature releases, audio and video tapes, slides, and films for dissemination to newspapers, periodicals, radio and television; arranging for press conferences and interviews and press coverage of campus events; advising and assisting the university community in contacts with press; assisting in planning for meetings and conferences attended by the public; and any other assignments which the Vice President for University Relations may require. The Office of Information Services also provides these services to The University of West Florida Alumni Council and to The University of West Florida Foundation, Inc.

The Office of Information Services also concerns itself with internal communications. It publishes "The Fountain of UWF," a weekly newsletter which is the official publication for all segments of the university community. Information is also submitted to the official student newspaper, "The Voyager."

The Visitor's Information Center, another facet of the Office of Information Services operation, maintains a library of University information available to anyone seeking it. The Center, located adjacent to the Office of Information Services, handles queries from the general public, and maintains files of information to particular interest to members of the University community.

3.53 Publications

The Office of Publications, a unit of the University Relations Division, is responsible for all publications of The University of West Florida other than student publications, office forms, and materials solely for classroom use.

In addition to the direct handling of major University publications such as the Catalog and The Nautilog, the Office of Publications is the channel through which publications purchased with University funds are approved and put into production. Approval of individual publications is based on such criteria as the need of the requesting agency, suitability to the University's total program, available budget resources, time available for production, and potential for effective use. The office is also responsible for consistency of style in all University publications.

3.54 Development

The Office of Development operates currently through a grant from The University of West Florida Foundation, Inc. The office functions to help provide funds for projects and programs which the State can not or will not fund through legislative appropriations. This function is fulfilled through the planning and supervision of all services supporting development activities, including identification, research, and evaluation of potential supports of the University and maintenance of files relating to soliciting, receiving, acknowledging, and recording gifts.

The Office of Development also maintains a central library of fund-raising information and serves as a clearinghouse for all development activities. In addition, the staff is responsible for the development of strategy and plans for cultivation of prospective donors, whether individuals, foundations, corporations, or other organizations.

4.0 INFORMATION REGARDING FACULTY

4.1 Annual Faculty Evaluation

4.1.1 MEMORANDUM

April 17, 1974

TO: All Faculty Members

FROM: Arthur H. Doerr

SUBJECT: Evaluation, Promotion, and Tenure

Evaluation

Evaluation is ubiquitous to our society, and Board of Regents policies dictate that each faculty member in the State University System be evaluated annually. I hope you share with me a conviction that evaluations serve at least two useful purposes, *i.e.*, they help to measure the contribution of the faculty member to the University in a given time period, and they provide an opportunity to assist each faculty member to perform to his maximum potential.

I'm especially anxious that the evaluations be as fair as is humanly possible and that paranoia about them be reduced to the lowest possible level. Evaluations should be employed not only to determine merit increments, promotion, and tenure, but they should also provide a mechanism, if skillfully employed, to help the University to better achieve its goals and to help those of us who are a part of it to perform at higher levels of excellence.

Teaching, counseling, research, and service to the University, and service to the larger community are useful criteria to assist in the assessment of a faculty member's contributions to this community of scholars in this place in these times. Not in each of these criteria but in all are a faculty member's contributions measured.

Promotion

Specific guidelines are set forth subsequently in this document concerning promotion, but some comments here are important. Promotion in rank is recognition of significant contributions to the University and its purposes over a period of time.

Promotion to the rank of Professor is recognition of distinguished contributions to the University and its purposes, including contributions in research and creative activities. Those faculty members aspiring to be Professors should aspire to distinction. I encourage all faculty members to develop themselves to the fullness of their talents.

Tenure

The achievement of tenured status is a significant milestone in a faculty member's career. Tenure is not conferred capriciously or lightly. Quotation from the Operating Manual of the Board of Regents sets the tone. Portions of 3.98 p. 2-16 and 17 follow: "Each nomination for tenure shall be acted upon with careful consideration being given to the qualifications of the faculty member, including evaluations by his colleagues and his immediate superior. When one of the duties of the faculty member being nominated is teaching, the quality of his teaching shall be gauged through appropriate devices and may include evaluations by present and former students. Nomination of a faculty member for tenure shall signify the president is satisfied that a high degree of competence has been demonstrated and continuing employment of the faculty member will serve the best interests of the institution and the University System."

I encourage each of you to perform at your best for the self-satisfaction such performance occasions, and because such efforts benefit our students, the citizens of the state, and the University.

I wish for you every success.

Arthur H. Doerr
Vice President for Academic Affairs

AHD:jl

4.1.2 PROCEDURES FOR ANNUAL EVALUATION OF FACULTY MEMBERS STATE UNIVERSITY SYSTEM OF FLORIDA

1. General Policy

Each faculty member, tenured and non-tenured, shall be evaluated at least once annually on the basis of his or her individual total performance in fulfilling responsibilities to the University. The basic purpose of the evaluation is faculty improvement in the functions of teaching, research, service, and any other duties that may be assigned, with the resulting enhancement of learning, cultural advancement, and the production of new knowledge. This evaluation shall precede and be considered in recommendations and final decisions on tenure, promotion, and salary for tenured and non-tenured faculty members.

When first employed, each faculty member shall be apprised of what is expected of him or her, generally, in terms of teaching, research and other creative activities, and service, and specifically if there are specific requirements and/or other duties involved. If and when these expectations change during the period of service of a faculty member, that faculty member shall be apprised of the change.

Note: Application of the criteria enumerated in this policy shall not violate the faculty member's academic freedom or constitutional rights, nor be punishment for exercising such freedom or rights, either in the performance of university duties or duties outside the university. At the same time, a faculty member may reasonably be expected to show by his or her behavior, both in performance of university duties and duties outside the university, that he or she is aware that membership in the academic profession carries with it special responsibilities. Such responsibilities are indicated in the 1966 AAUP Statement on Professional Ethics, the following portion of which is hereby made part of this procedure:

THE STATEMENT

1. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his prior role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work* he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding and academic freedom.

*The amount of outside work is governed by Board of Regents policy

4.1.2 PROCEDURE FOR ANNUAL EVALUATION OF FACULTY MEMBERS
STATE UNIVERSITY SYSTEM OF FLORIDA (contd.)

The criteria and procedures set forth in this polity pertain to the annual evaluation of faculty. In cases where serious dishonesty, incompetence, neglect of duty, or irresponsibility of a faculty member is charged, different proceedings should be undertaken involving full due process guarantees under recognized procedures and standards for dismissal or other disciplinary action, such as are provided in the Operating Manual 3.24, B.c, D, E, and in the Constitutions and Policy Manuals of the respective universities.

II. Areas of Performance To Be Evaluated

The performance of each faculty member shall be evaluated in each of the following areas appropriate to the terms of employment:

A. Teaching -- Teaching involves the presentation of knowledge, information, and ideas by many methods including lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, direct consultation with students, etc. The utilization and effectiveness of each of these methods, when appropriate, shall be considered. The evaluation of the total effectiveness of teaching shall be related to approved written objectives of each course which shall be given to each class at the beginning of the quarter. Evaluation shall include consideration of:

1. Effectiveness of teaching related to knowledge and skills imparted that correspond with the objectives of the course.

2. Effectiveness of teaching related to stimulation of students' critical thinking and/or creative ability in light of the objectives of the course.

3. The faculty member's adherence to accepted standards of professional behavior in meeting his responsibilities to his students.

B. Research and Other Creative Activities -- Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity shall be considered and evaluated. Evidence of research and other creative activity shall include, but not be limited to: published books; articles and papers in professional journals; musical compositions, paintings, sculpture; works of performing arts; papers presented at meetings of professional societies; and current research and creative activity that has not yet resulted in publication, display, or performance. The evaluation shall include consideration of:

1. Productivity, including quality and quantity of what has been done during the year, and of the faculty member's long-term research and other creative programs and contributions.

2. Recognition by the academic or professional community of what is done. In making judgments pertaining to the decision to award tenure, evaluation by qualified scholars in pertinent disciplines, both within and outside the university, should be sought.

C. Service -- Service shall include, but not be limited to, service on departmental, college, and University committees, councils, and senates; service in appropriate professional organizations; involvements in the organization and expedition of meetings, symposia, conferences, workshops; participation in radio and television programs; talks to civic clubs and other citizens groups; service on local, state, and national governmental boards, agencies and commissions. Only those activities which are related to a person's field of expertise or to the mission of the university shall be evaluated. Evaluation of service shall include consideration of contribution to:

1. The orderly and effective functioning of the academic administrative unit (program, department, school, college) and/or the total University.

2. The University community.

3. The local, state, regional, and national communities, including scholarly and professional associations.

D. Other University Duties -- Whenever reasonable duties other than those usually classified as teaching, research or other creative activity, or service are assigned to a faculty member -- such as academic administration, academic advising, career counseling, the supervision of interns -- the effective performance of these duties shall be evaluated as prescribed by the evaluation procedures of a given University.

III. Sources of Data For Evaluation

Evaluation of a faculty member's performance shall include data from the following five sources where appropriate:

A. The chairman of the faculty member's department or other administrative unit.

B. Faculty

C. Students

D. The faculty member being evaluated.

E. Other university officials.

IV. Methods Of Evaluation

All appropriate data and evaluations, qualitative and quantitative, shall be collected by the chairman of the department or other appropriate administrator.

A. Chairman's Evaluation -- The chairman of the department or the administrator of the comparable academic unit shall review and evaluate the Teaching, Research, and Other Creative Activities, Services and Other University Duties of each member of that department during each academic year.

B. Faculty Evaluation -- Each university shall develop processes of evaluation by appropriate faculty of Teaching, Research and Other Creative Activities, Service, and Other University Duties, when appropriate.

C. Student Evaluation -- Students shall evaluate Teaching and, when appropriate, Other University Duties. The teaching effectiveness of each faculty member may be evaluated in writing by students currently or previously enrolled in his or her classes.

D. Self Evaluation -- Each faculty member may provide an evaluation of each area of his or her own total performance and submit this evaluation, along with any appropriate substantiating evidence, to the chairman of the department or other administrative unit.

E. Other University Officials -- A faculty member may be evaluated for duties performed under the supervision of Deans, Directors, the Academic Vice President, or any other university official who may supervise the faculty member's activities.

V. Utilization Of Evaluation

The chairman of each department or other administrative unit shall collect the evaluation data for each faculty member in the department, which data shall be placed in the faculty member's personnel file. The chairman shall provide each faculty member with a written summary of these data on the individual faculty

4.1.2 PROCEDURES FOR ANNUAL EVALUATION OF FACULTY MEMBERS STATE UNIVERSITY SYSTEM OF FLORIDA (contd.)

member and shall discuss them privately with the faculty member.

Existing evaluations and the data in the faculty member's personnel file upon which these evaluations are based shall be considered in recommendations and final decisions on tenure, promotion, and salary for tenured and non-tenured faculty members and on retention or non-renewal for non-tenured faculty members.

The contents of the faculty evaluation file shall be confidential and shall not be disclosed except to the affected faculty member and those whose duties require access to the file in accordance with each university's evaluation procedure.

VI. Implementation of the systemwide procedure shall begin during the 1973-1974 academic year. A copy of the specific procedure and definitions to be used at each university in the System shall be filed with the Chancellor's office as soon as it is developed, but no later than May 1, 1973. Any revisions in the established procedure shall be submitted promptly to the Chancellor's Office.

4.1.3 UWF MODEL FOR ANNUAL FACULTY EVALUATION

I. Process

A. Each faculty member provides his Chairman with an update of his *vita*, and also supplies not more than a two-page statement of his contributions and performance during the period since the last evaluation. The instructor also submits any additional evidence bearing on his achievements in the four areas of performance being evaluated. The Chairman and instructor discuss the evidence the faculty member has submitted and any further evidence the Chairman wishes to introduce and consider. At this time, if the faculty member wishes, he may submit an evaluation of the classes in which he has been evaluated as part of his statements of contributions and performance for the year.

B. Peer evaluations, when requested by the Chairman or the affected professor, are submitted to the Chairman and considered by him prior to his evaluation. The Chairman considers all evidence discussed with all instructors in his department. He weighs that evidence and reaches tentative recommendations which he reports to the faculty member. A faculty member convinced that he has been under-rated is invited to submit his written rejoinder or rebuttal to the Chairman's evaluation. This rejoinder may be made part of the instructor's "statement of his contributions and performance," which he now submits in final form.

4.1.3 UWF MODEL FOR ANNUAL FACULTY EVALUATION (contd.)

C. Department Chairman makes his evaluation based on data available to him, including consultation with the faculty member, student evaluations, and peer evaluations, and submits to the Provost the total packet of data, including *vita*, faculty member's statement, and summaries of student evaluations of teaching.

D. Provost evaluates in writing using information provided in A-B-C above as well as any other information he may have, and forwards total packet to the Vice President for Academic Affairs.

E. Vice President for Academic Affairs adds his evaluation in writing and returns packet to the Provost.

F. Provost shares information contained in the dossier with the Chairman who, in turn, shares this information with the faculty member.

G. Faculty members have the right to write a rebuttal letter which must be included in the file prior to its return to the President/Vice President for Academic Affairs.

H. College faculty personnel committees are provided the dossiers of faculty members who are being considered for promotion or tenure. The faculty personnel committee adds its recommendations and forwards the dossier to the Provost.

I. The Provost adds his recommendations and forwards the dossier to the Vice President for Academic Affairs.

J. The University Faculty Personnel Committee will be consulted in all tenure cases after receipt of the dossier by the Vice President for Academic Affairs/President subsequent to the faculty member's rebuttal. The University Faculty Personnel Committee will add its recommendation to the dossier before final referral to the President.

K. University will conform to additional Board of Regents requirements in tenure cases.

II. Timing

A. Evaluations, including any rebuttals, normally should be in the hands of the Vice President for Academic Affairs by March 1.

B. Evaluations will normally occur once a year, but in special circumstances may be employed at other times.

4.1.3 UWF MODEL FOR ANNUAL FACULTY EVALUATION (cont'd.)

C. Student evaluations included in an evaluation must be from the twelve-month (summer evaluations will not be used) period immediately preceding the beginning of the process in which the faculty member is being evaluated. Faculty members have access to the summaries of evaluations after grades in the course have been assigned. If he challenges the accuracy of the summaries he may, on request, see verified typewritten copies of the individual evaluation forms from which the data were derived.

III. Instruments

A. The appropriate form must be used for student evaluation of teaching effectiveness.

B. Peer evaluation form (which must include the signature of the evaluator), examples attached, may be used if the faculty so desires. The faculty may devise its own peer evaluation form or procedure.

C. Chairmen, Provosts, and Vice President for Academic Affairs may use forms or narratives for their evaluations as may be appropriate to their needs.

4.1.4 UWF CALENDAR FOR ANNUAL FACULTY EVALUATION, WINTER QUARTER, 1975

January

3 Faculty members to provide up-dated *vita* and other materials for annual evaluation.
Peer evaluations, when required or desired, are requested by Faculty Chairman for annual evaluation process.

16 Chairman evaluations added to faculty dossiers and are submitted to Provost in annual evaluation.

27 Provost evaluations are added to faculty dossiers for faculty not being considered for promotion or tenure and are submitted to the Vice President for Academic Affairs in the annual evaluation process.

February

3 Provost evaluations are added to faculty dossiers for faculty being considered for promotion or tenure and are submitted to the Vice President for Academic Affairs in the annual evaluation process.

4.1.4 UWF CALENDAR FOR ANNUAL FACULTY EVALUATION, WINTER QUARTER, 1975 (contd.)

February (contd.)

10 Provost shares information in faculty dossiers with Chairmen (in cases not involving promotion or tenure) in annual evaluation process; Chairman shares with faculty member.

10 Vice President for Academic Affairs adds his recommendations to dossiers for faculty considered for promotion or tenure and returns dossiers to Provost.

14 Provost shares information in faculty dossiers with Chairmen (in cases which do involve promotion or tenure); Chairman shares information with faculty member.

24 Faculty member considered for promotion or tenure who so chooses may submit a rebuttal letter for the dossier.

25 Dossiers on faculty considered for promotion submitted to President by Vice President for Academic Affairs.

25 Dossiers on faculty considered for tenure submitted to Chairman of University Faculty Personnel Committee.

28 Faculty member (not being considered for promotion or tenure) may submit rebuttal letter for his dossier.

March

14 University Faculty Personnel Committee adds recommendations on tenure and forwards dossiers to President.

14 President notifies faculty members who are being promoted.

4.1.5 GUIDELINES FOR FACULTY PROMOTION

The following guidelines should be carefully followed by Chairmen and Provosts in recommending promotions.

1. Only under exceptional circumstances should promotion be considered prior to completion of three years in rank.

2. Promotion of faculty not holding the recognized terminal degree for that area is possible in those cases where such faculty are of outstanding value to the department and to the university.

4.1.5 GUIDELINES FOR FACULTY PROMOTION (contd.)

3. No promise of promotion shall be made or intimated in negotiating a faculty appointment.

The Chairman shall forward to the Provost the dossier of each faculty member in his College who is recommended for promotion. Evaluation procedures in the case of persons recommended for promotion follow the procedures established for annual evaluation of faculty and the calendar for processing promotion recommendations.

Recommendations for promotion are ultimately forwarded to the President who shall, after making his decision, advise each faculty member who has been promoted. Recommendations of the various individuals and groups shall be kept in confidence, and no announcement concerning promotion shall be made by anyone other than the President.

4.1.6 GUIDELINES FOR TENURE RECOMMENDATIONS

The Provost shall provide each Chairman in his College a list of faculty members eligible for tenure. The Chairman shall, upon receipt of this list, write a letter recommending tenure, deny, or defer and a brief rationale for his recommendation to the Provost for each eligible member of his faculty. In making his recommendation the Chairman shall consider the faculty member's contribution to the University in teaching, research, counseling, intramural and extramural service.

All full-time tenured faculty and faculty in tenure-earning positions shall complete a secret questionnaire and vote on tenure for each eligible faculty member within his department. This questionnaire shall be submitted to the Chairman. The Chairman shall solicit at least three evaluation letters for tenure-eligible candidates from knowledgeable peers. The Chairman shall complete the transmittal form, "Information Supporting Request for Confirmation of Tenure," for each eligible faculty member and submit this form along with current summaries of student evaluations of teaching and with questionnaires/votes and letters of recommendation to his Provost. Each faculty member eligible for tenure will be informed by the Chairman in writing whether he will be recommended for tenure.

Procedures for tenure recommendation follow those outlined in the model for annual evaluation of faculty.

4.1.6 GUIDELINES FOR TENURE RECOMMENDATIONS (contd.)

The President shall recommend to the Board of Regents on all tenure matters, taking into account the recommendations of all groups or individuals described in this statement.

Evaluators, Chairmen, Provosts, and committee members shall keep all recommendations in strict confidence. The President shall notify in writing each tenure-eligible faculty member of the final tenure decision in his case immediately following appropriate action by the Regents.

4.1.7 TERMINATION AND NONRENEWAL OF FACULTY APPOINTMENTS
(From Section 3.24, pages 2-33 - 2-40C, Board of Regents Operating Manual)

A. Nonrenewal, Termination and Review Procedures for Nontenured Faculty Appointments

1. Nonrenewal of Nontenured Faculty Appointments

(a) The president or his designee in accordance with the institution's evaluation system may choose not to renew the employment of a nontenured faculty member. The decision not to renew a faculty member's appointment may not be based on constitutionally impermissible grounds. Notice of nonreappointment or intention not to reappoint, shall be given in writing within the following time limits: not later than March 1 of the first academic year of service, if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, at least twelve months before the expiration of an appointment after two or more years in the institution. Faculty members who have been employed for two or more years must receive notice at least twelve months before the termination dates of their contracts but not later than 15 June of the academic year preceding the academic year in which they will be terminated. Interim appointees may not be guaranteed employment beyond the date of expiration of the contract. (Approved by BOR July 6, 1972)

4.1.7 TERMINATION AND NONRENEWAL OF FACULTY APPOINTMENTS (contd.)
(From Section 3.24, pages 2-33 - 2-40C, Board of Regents Operating Manual)

(b) Prior to transmission of the notice of nonreappointment the president or his designee should undertake to confer informally with the faculty member and explain to him the reasons for his nonreappointment.

(c) The notice of nonrenewal should include the expiration date of the current contract and should be accompanied by a copy of the review procedures in effect at the university.

(d) The faculty member shall be informed in writing of the reasons for the nonrenewal of his appointment, if he so requests in writing within ten working days of receiving notice of nonreappointment, or of intention not to reappoint.

(e) The president may for the best interest of the institution, at any time, assign such a faculty member to other institutional responsibility.

(1) This action does not release the institution from the contractual commitment to compensation for the faculty member until date of final termination.

(2) Should a faculty member so assigned to other institutional responsibility enter into outside employment beyond the provisions of Subsection 3.155 prior to the expiration of his contract, without written approval of the president, he shall no longer receive compensation.

(f) The employment of a faculty member in a tenure-earning position who has not been granted tenure at the close of the sixth year of continuous employment shall not be renewed. The faculty member shall be given notice of the additional terminal employment provided for above.

(g) A nontenured faculty member may be immediately terminated for cause after a hearing. Cause shall be specified as provided in Board of Regents Operating Manual 3.24.B.1.

2. Review Procedures

Each university shall establish and promulgate review procedures which shall afford to all parties an opportunity for the prompt and fair review and disposition of all cases in which a faculty member asserts that his contract of employment is not being renewed for constitutionally impermissible reasons. The university may revise or amend

the review procedures from time to time. Each university will submit to the Chancellor for review the procedures adopted to implement the section. After the faculty member has availed himself of the review procedure of the university, the president shall make the final administrative determination within the State University System.

B. Termination of Tenured Faculty Appointments for Cause by Preferment of Charges

1. Justifiable cause for termination of appointment shall comprise the following:

(a) Neglect of duty and responsibilities which impairs teaching, research, or other normal and expected services to the institution;

(b) Failure without justifiable cause to perform the terms of employment, or willful violation of the rules and regulations of the institution and the policies of the Board of Regents;

(c) Physical, mental or professional incompetence or failure or inability to discharge his assigned duties effectively;

(d) Conduct, professional or personal, involving moral turpitude;

(e) Violation of the ethics of the academic profession;

(f) Actions which impair, interfere with, or obstruct, or aid, abet, or incite the impairment, interference or obstruction of the orderly conduct, processes, and functions of a state university. (See BOR Manual, Section 3.18 - Disruptive Conduct; also Section 240.045, Florida Statutes and General Laws of Florida, Chapter 69 - 279.)

2. After considering charges or evidence against a faculty member, the president shall make a careful preliminary inquiry into the validity of the charges and evidence and shall make informal efforts to bring about a satisfactory adjustment of the matter, which efforts shall include informing the faculty member in writing of specific charges.

At any stage of inquiry, the president may avail himself of the professional assistance of the staff of the Board of Regents or may, with the approval of the Chancellor, employ such assistance from other sources.

3. If, in the view of the president, there is a prima facie case against the faculty member and informal attempts at adjustment fail, the president shall refer the charges to the advisory committee of the institution responsible for holding hearings on such matters, with instructions to investigate all charges and to submit to him a transcript of all proceedings and a written report of their findings and recommendations for appropriate action. This in no way precludes the president from taking any further investigative action he deems necessary.

   (a) The president shall see that this committee effects a thorough investigation and their deliberations are prompt, with recommendations in writing being presented to him at the earliest possible date.

   (b) The president shall provide the committee with the time and resources needed to render an effective investigation. For the taking of evidence in the investigation and for any necessary hearings, he shall provide at university expense a legal secretary who shall keep a verbatim transcript of the proceedings and supply copies of this to the committee and to the faculty member involved.

   (c) The specific charges being considered by the committee shall be made known in writing to the accused faculty member; he shall be informed concerning the evidence which will be used to support the charges and supplied with a list of witnesses to be called; adequate time shall be given him for the preparation of his defense against the charges; he shall have the right to be heard in his own defense and to have with him an advisor of his own choosing who may act as counsel; and he or his counsel shall have the right to cross-examine adverse witnesses and to produce relevant witnesses and documents.

   (d) Neither the president nor the Board of Regents shall be bound by the recommendations of the committee.

4.1.7 TERMINATION AND NONRENEWAL OF FACULTY APPOINTMENTS (contd.)
(From Section 3.24, page 2-33 - 2-40C, Board of Regents Operating Manual)

4. The president shall, after reviewing the findings of the committee, take appropriate action as provided herein.

   (a) The president, within ten (10) days of receiving the findings of the committee, shall notify the faculty member in writing of his action. A copy shall be filed with the Chancellor.

   (b) If the president's action involves concurrence in any or all of the charges against the faculty member, the president shall at the same time inform the faculty member of his right to appeal to the Board of Regents.

5. The president may elect one of the following actions:

   (a) Dismissal of the charges as unproven;

   (b) Acceptance as true of some or all of the charges but continued employment of the faculty member with appropriate counseling;

   (c) Recommendation to the Board of Regents of dismissal of the faculty member.

6. If the Board of Regents is not satisfied with the action of the president, it may initiate any action it deems necessary.

C. Suspension Pending the Outcome of Formal Inquiry

1. If it appears that a faculty member's actions seriously and adversely affect the functioning of the university or jeopardize the safety and welfare of himself, his colleagues, or his students, the president may, after considering charges or evidence against him, regardless of his tenure status, suspend him from the performance of his duties.

2. Notification of Suspension:

   (a) The president shall suspend a faculty member by written notice, which shall enumerate the charges brought against him. The effective date and hour of the suspension shall be recorded in the notice.

   (b) The notice shall be delivered or forwarded to the faculty member by registered mail with a receipt requested.

4.1.7 TERMINATION AND NONRENEWAL OF FACULTY APPOINTMENTS (contd.)
(From Section 3.24, pages X-33 - 2-40C, Board of Regents Operating Manual)

(c) The attempt to notify the faculty member prescribed above satisfies the requirement of notification, and failure of the faculty member to receive notification does not invalidate the suspension nor its effective date. It is incumbent upon the president, however, to see that a continuing effort is made to effect notification.

(d) A copy of the original notice shall be filed immediately with the Chancellor.

3. In cases of suspension, the procedures set forth in subsection B above for the investigation of charges and their disposition shall be followed.

D. Right to Appeal by the Faculty Member

1. The Faculty member shall have the right to appeal to the Board of Regents within ten (10) days of the date of the final action of the president as set forth in subsection B.5 above.

2. He may exercise the right to appeal by filing a request in writing with the president for transmission to the Chancellor.

E. Action by the Board

1. Action upon the appeal:

(a) The Board of Regents shall, upon the receipt and consideration of the appeal, take whatever final action it may determine just and proper and shall notify the faculty member of the decision, with a certified copy to the president.

(1) The Chairman of the Board of Regents shall see that a final decision is rendered at the earliest possible date, but in no event should action be deferred for more than sixty (60) days from the time of receipt of the hearing committee report.

4.1.7 TERMINATION AND NONRENEWAL OF FACULTY APPOINTMENTS (contd.)
(From Section 3.24, pages 2-33 -2-40C, Board of Regents Operating Manual)

(2) If the Board, in reviewing the report, calls before it witnesses or other persons as may have information of bearing, the accused faculty member, if he desires, shall be present.

a. The faculty member may be called before the Board of Regents to testify, provided that this does not lead to a violation of his constitutional rights.

b. The faculty member, in such instance, is entitled to be represented by Counsel, present additional evidence and testimony and cross examine witnesses called by the Board of Regents.

(b) Action of the Board of Regents shall be final and becomes effective immediately. In the event of dismissal, pay shall cease immediately. In the event of suspension, pay shall be withheld as of the day of suspension. If the faculty member is found innocent, salary payment shall be retroactive to the date of his suspension. If found guilty and dismissed, salary payment will cease as of the date of suspension.

(c) If the faculty member is dismissed, the proceedings of any hearings, the president's action, and the action of the Board of Regents will be included as part of the permanent employment record of the faculty member, and no president will supply for the faculty member letters of reference or any form of recommendation without specific notice being taken in such communication of this record.

(d) If a faculty member is reinstated, the entire record of the matter shall be placed in the president's confidential file.

4.1.8 APPEAL PROCEDURES FOR NONTENURED FACULTY MEMBERS

The following procedures were established in University Policy Memorandum No. 31.

1. If a faculty member asserts that the decision of nonreappointment violates his or her constitutional rights, the substance of the claim shall be submitted in writing to the Vice President for Academic Affairs within twenty calendar days of receiving the notice of nonreappointment.

4.1.8 APPEAL PROCEDURES FOR NONTENURED FACULTY MEMBERS (contd.)

11. In order to insure due process a hearing body composed of at least three members of the faculty not connected with the same department as the affected faculty member nor related to him or her by blood or marriage shall be appointed by the President of the University without undue delay. The Chairman of the hearing body shall be appointed and designated by the President and may or may not be a member of the faculty. Unless a member of the Committee is a lawyer, the University shall provide legal counsel to advise and assist the body during the hearing procedures. Unless a member of the faculty, the Chairman shall have no vote. The Chairman shall give notice as to the time, place, and nature of the hearing and shall preside at the hearing, but his rulings during the course of the hearing may be overturned at the time made when they are deemed erroneous by a majority of the faculty members composing the hearing body.

(a) Time of Hearing. The hearing shall be held as soon as is conveniently possible after the appointment of the hearing body.

(b) Burden of Proof. The faculty member bears the burden of proving the allegation that his or her constitutional rights have been violated. If a prima facie case is established, the facts to support the decision not to offer reappointment must be presented.

(c) Hearing Procedure. The procedure shall provide the following: (a) presentation by oral or documentary evidence; (b) submission of rebuttal evidence and cross examination as may be required for a full and true disclosure of the facts; (c) submission of findings and recommendations of the majority of the hearing body for consideration by the President, a copy of which findings and recommendations shall be submitted to the faculty member.

(d) Exceptions. A member or group of members of the hearing body or the aggrieved faculty member may file exceptions as to the procedures, findings, and or recommendations. These exceptions shall be filed with the President of the University, with a copy of such exceptions to be provided simultaneously to members of the hearing body and to the aggrieved faculty member.

4.1.8 APPEAL PROCEDURES FOR NONTENURED FACULTY MEMBERS (contd.)

(e) Right to Counsel. The faculty member may be accompanied, represented, and advised by counsel.

(f) Record of Hearing. The hearing shall be recorded by stenographic or mechanical device in order accurately and completely to preserve the testimony exhibits in the proceedings.

(g) Final Determination. The hearing body's written recommendation or advisory findings of fact and disposition shall be submitted to the President of the University for determination of the matter. The determination of the President shall be the final determination within the State University System.

III. The above considerations do not apply to visiting, interim, adjunct, or temporary faculty members.

4.2 Advisory Responsibilities For Faculty Members

Faculty members may be requested by student organizations to serve as advisors. Faculty advisors to clubs and other student groups should demonstrate an interest in and willingness to contribute to the development and implementation of the goals and purposes of the organization. Specifically, the faculty advisor may contribute by:

1. Assisting the group in the development of their organizational structure.

2. Providing opportunities for students to develop leadership skills.

3. Acting as a facilitator and an advisor in the development of organizational activities.

4.3 Appointment Guidelines For Faculty-General Guidelines

Initial research for prospective members of the faculty is primarily the responsibility of the faculty Chairman with the aid of the Provost of his college. Criteria employed will insure both personal and professional qualifications of all persons offered faculty membership.

4.4 Automobile Regulations

All persons employed in the State of Florida who have children in Florida public schools, and who carry Florida drivers licenses, are required by law to have Florida license plates on their automobiles. New faculty members from out of the state must obtain Florida license plates and safety inspection decals at once.

All persons who intend to park an automobile on campus will be required to register their vehicle(s) with the University Police. Vehicle registration fees for faculty members are $10.00 for the first vehicle and $5.00 for each additional vehicle. There is an option open for adjunct professors which will be explained to interested persons at the time of registration. Decals are color coded to designate the appropriate areas reserved for faculty, career service employees, or unrestricted parking. You will receive a copy of the traffic regulations at the time of registration and any questions arising should be directed to the office of the University Police located in Building 19 or telephone 476-9500, Extension 215.

4.5 Check Cashing

Check cashing facilities are available at the Cashier's office, located on the ground floor of the Library.

4.6 Class Lists

The Director of Registration and Records prepares and distributes three class lists for each class as follows:

1. A set of temporary class rolls for each class is prepared at the end of the regular registration period and distributed to the faculties by noon the first day of classes.

2. Three copies of a final class list are prepared after the late registration and the drop/add period has ended. One copy of the final class roll is retained by the Director of Registration and Records. Two copies are forwarded to each instructor: one copy to be retained; one copy to be returned to the Director of Registration and Records indicating students who are attending class but whose names do not appear on the roll, and the students whose names appear on the roll but are not attending class. These corrections are coordinated with Computer Services.

4.6 Class Lists (cont.)

3. Three copies of the final grade rolls are distributed during the final examination period. One list is used by the instructor to notify students of the grades received, one list is returned to the Office of Registration and Records, and the remaining list is retained by the department head. Every student listed must receive a grade. If a student has attended and isn't listed on the final grade roll write in his Social Security Number, Name, and grade received. Explain the unusual circumstances.

4.7 Academic Dishonesty

For procedures to be followed in dealing with academic dishonesty consult the section on "Academic Status of Students" in the Academic Policies Manual.

4.8 Contracts

The faculty employment contract covers a period of either 9 or 12 months and is renewable annually. The timing of legislative appropriations usually prevents the issuance of new contracts until after the University budget has been approved by the appropriate State agencies. Unless notification of termination of the contract has been received in accordance with the notification schedule established by the Board of Regents, the faculty member is assured of his continued employment. Each faculty member will receive notification of his salary status for the forthcoming academic year immediately after legislative action on the budget requests.

4.9 Faculty Counseling

At The University of West Florida, faculty counseling is much more than just periodic contracts with assigned students to develop effective educational programs. It is a one-to-one relationship in which the faculty member truly serves his assigned students.

Where possible, each faculty member is assigned students who are majoring in his discipline. Normally when a student is assigned a faculty counselor, he will remain with that counselor until he leaves the University, or changes his major.

It is expected that each faculty member will be concerned with the life of his student both in and out of the classroom and be prepared to assist him when problems arise. Each faculty counselor has authorization to refer students to other offices when, in his judgment and/or the judgment of his student, the situation warrants further professional assistance.

4.10 Faculty Service and Development Awards

The University of West Florida provides Faculty Service and Development Awards annually for which faculty members may apply. These awards are made upon the recommendation of an *ad hoc* committee and under the terms of the faculty development program approved by the Board of Regents (and cited in the Operating Manual, p. 2-19A). Awards are limited to faculty members who have completed six or more years of full-time service and who hold the rank of assistant professor or above.

Faculty members may submit a proposal for a Faculty Service and Development Award. They will be judged on the merits of the project, the benefits to the individual and the University, the possibility of supplementary fellowships or grants being received, and the length of time since the faculty member submitting the proposal has been relieved of teaching duties for the purpose of research and scholarly activities.

Board of Regents' policy permits Faculty Service and Development Awards at one-half pay for three quarters, three-fourths pay for two quarters, or full pay for one quarter. Beginning with the 1975-1976 academic year Faculty Service and Development awards may be funded up to the maximum authorized by the Board of Regents' policy. Recipients of awards must agree to return to the University for at least one year following the leave. A final report is required.

The Vice President for Academic Affairs shall see that the following timetable is adhered to insofar as circumstances permit:

1. Spring Quarter. Notify faculty members of eligibility for FSD awards. Those becoming eligible after one more year's service and those already eligible should be notified.

2. Spring Quarter. Conduct workshop for faculty members eligible or to be eligible for FSD awards.

3. October 1. Faculty member submits proposals for project for FSD award.

4. October 15. Provost submits all projects, with recommendation to Vice President for Academic Affairs.

5. October 15. President determines funds available for FSD awards.

4.10 Faculty Service and Development Awards (contd.)

6. October 15 - November 15. FSD Awards Committee considers proposals.

7. November 15. Announcement made of FSD award grantees.

8. Within the first quarter after FSD leave. Faculty member provides written report on FSD leave to the Vice President for Academic Affairs.

4.11 Financial Disclosure Law

All full time state employees who, in addition to their regular duties, accept compensation for consultation with other state agencies or with other government or private entities are covered by the Financial Disclosure Law.

4.12 Grading

Faculty members are expected to submit final grades on forms provided by the Director of Registration and Records, no later than the deadline for the quarter as published by the Director of Registration and Records. The grading system employed at the University is described in the catalog.

An instructor may change an incorrect grade by completing the Grade Change Form, including a statement providing the reasons for the change, securing the signatures of his chairman and provost, and submitting the form to the Director of Registration and Records. One copy is retained by the instructor and another is retained in the provost's office.

An incomplete grade (I) can be removed when a final grade is reported by the instructor to the Director of Registration and Records. The final grade is submitted on the Grade Change Form, but only the signature of the instructor is required.

4.13 Grievance Committee Guidelines and Procedures

The Grievance Committee is established as a standing committee of the Faculty Council, separate and apart from any other committee, which will have as its basic function the review of, and formulation of recommendations concerning substantive faculty grievances.

4.13 Grievance Committee Guidelines and Procedures (contd.)

This committee will provide to all faculty an avenue of hearing or appeal of all matters of faculty concern including such subjects as contractual obligations, customary academic procedures and practices, questions of professional and ethical standards, professional opportunities, etc. However, this committee shall not consider grievances relating to tenure and nonrenewal of contracts, as such matters will be considered by the Faculty Personnel Committee. In cases of doubt concerning the proper committee for referral, *i.e.*, Grievance Committee or Faculty Personnel Committee, the Chairman of the Faculty Council shall confer with the President (or his designee) and the President shall make the determination as to proper committee referral.

The committee shall be composed of three members elected from and by the Faculty Council at its regularly scheduled May meeting. All committee members must participate in all recommendations of the committee, and the committee will report its recommendations as either unanimous or by a majority vote of the committee. If a member of the committee wishes to withdraw from hearing a specific case, the Steering Committee of the Faculty Council will appoint a temporary replacement from the Council membership.

The committee has the right to terminate a hearing if it finds that a grievance has no merit.

The President (or his designee) shall determine, in concert with the Grievance Committee, the nature of appropriate investigatory powers in each case to be heard by the Grievance Committee.

On the basis of hearings and collected data and information, the committee will make in writing its specific recommendations to the President of the University. By the creation of this committee the understanding is that the President will normally respond in writing to all parties directly concerned and to the Chairman of the Faculty Council within a reasonable period of time. The decision of the President is final.

No action of the committee shall infringe upon the rights of an individual. All Board of Regents regulations, rules and regulations of The University of West Florida, and the Constitution and Laws of the State of Florida and the United States of America shall be adhered to.

4.13 Grievance Committee Guidelines and Procedures (contd.)

As the system operates, either the Grievance Committee or the President (or his designee) shall have the prerogative of suggesting procedural modifications which must be ratified by the Faculty Council and approved by the President.

The following procedural guidelines will be followed:

1. An aggrieved faculty member must make a written request to the committee which sets forth the problem and gives some background data. Copies of this request must be provided for each member of the committee.

2. The aggrieved party is entitled to the early disposition of his case and the committee must convene at the earliest feasible date. All existing committee and administrative remedies short of presidential involvement and intervention must be exhausted prior to the acceptance of a case by the Grievance Committee.

3. The committee will respond promptly in writing to the petitioning party to advise concerning the acceptance of review.

4. Upon committee acceptance, the President will be notified in writing that the committee has accepted for deliberation the specific case.

5. Upon committee acceptance of the case, the aggrieved party must provide all evidence or data relating to his case which is in his possession. The committee will proceed then to collect any additional data or information necessary for its deliberation. The President (or his designee) reserves the right, on advice of counsel, to withhold information which may be prejudicial to an individual not a party to the issue under deliberation.

6. Any party called to provide information has the right to an attorney, to the privilege to cross examination and the gathering of evidence and the presentation of testimony unless he/she specifically waives that right.

7. A full and accurate transcript of testimony will be kept by a trained court reporter or by mechanical means, in which case any tape or record shall be made secure and held by the Director of Security.

* 4.13 Grievance Committee Guidelines and Procedures (contd.)

8. If litigation results as a direct or indirect result of the actions of the Grievance Committee, a transcript of the hearing shall be made available to the defendant in a suit which may be filed.

9. All hearings of the committee will be open except by a unanimous vote of the committee. Either the President or the aggrieved party may request a closed hearing.

10. The committee will send its written recommendations supported by its reasoning to the President.

11. It is understood that at any time during the procedure described above a case may be resolved and that the President will be so informed.

4.14 Holidays

The administrative office of the University will be closed on the following official holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Veteran's Day
6. Thanksgiving Day and the following Friday
7. Christmas Day

Other days may from time to time be declared official holidays by the State Department of Administration; announcement will be made as far in advance as possible.

4.15 Identification Cards

Identification cards are prepared at the faculty member's option upon arrival at the University. Replacement cards are available for a fee of $5.00 from the Department of University Personnel Relations.

4.16 Instructor Absence

A faculty member who is necessarily absent, due to illness or other valid reasons, should notify his department chairman or college provost as soon as possible in order that arrangements may be made for meeting of classes and the performance of other scheduled activities.

* The State and Board of Regents policies governing faculty grievance procedures are being revised.

4.17 Insurance

Group term life insurance, disability income insurance, Blue Cross-Blue Shield group hospitalization partially funded by the State and tax-sheltered annuity plans are available on a voluntary basis to faculty and staff members. At the time of appointment, all members of the faculty and staff are given an opportunity to enroll in these programs through the Department of University Personnel Relations.

4.18 Learned Societies

The University encourages membership and participation in learned societies. It will be left to the judgment of the faculty to insure that such activities are performed in reasonable amounts.

The University cannot reimburse a faculty member for dues in professional societies when he joins as an individual even though the institution recognizes and encourages such membership.

4.19 Annual Leave -- Faculty and Administrative & Professional Personnel

1. Accrual of annual leave for faculty and administrative & professional personnel - Twelve-month faculty and administrative and professional personnel members shall accrue annual leave at the rate of twenty-two working days for each full year of employment. For accounting purposes, twenty-two working days covers one month of annual leave.

   Annual leave for twelve-month personnel shall be credited on a monthly basis, at a rate of 1-5/6 days per month.

   No faculty or administrative and professional member may accrue or have credited more than forty-four days annual leave.

   Those faculty and administrative and professional members appointed to not less than a 50% position up to less than 100% will accrue annual leave on a basis directly proportionate to the time employed. Those appointed at less than 50% time, those appointed on a specified temporary basis, and those appointed to positions which are less than twelve months, are not eligible to accrue or take annual leave.

2. Annual Leave Upon Transfer - Upon transfer from The University of West Florida to a position covered by the plan in another institution in the University System, up to forty-four days of annual leave may be received and credited by the new employing institution. Upon agreement of both institutions, annual leave may be taken during the transfer. No payment of unused annual leave is authorized upon transfer.

4.19 Annual Leave -- Faculty and Administrative & Professional Personnel (contd.)

3. Payment of Unused Annual Leave Upon Termination - Upon termination of employment for twelve month faculty and administrative and professional personnel, lump sum payment for unused annual leave up to thirty working days shall be authorized.

4.20 Sick Leave -- Faculty and Administrative & Professional Personnel

1. Accrual of Sick Leave for Faculty and Administrative & Professional Personnel - Both 9-month and 12-month Faculty and Administrative & Professional members shall accrue sick leave at the rate of one day for the major part of each full month of employment, without limitation as to the total number that may be accrued.

2. Use of Sick Leave - Sick leave may be used for personal disability due to sickness or injury or, in reasonable amounts, at the discretion of the supervisor to whom the member reports, for serious or disabling sickness, or injury to, or death of, a member of the immediate family.

   Personnel employed on other than a full-time basis will accrue sick leave directly proportionate to the time employed.

3. Sick Leave Upon Transfer - Upon transfer from The University of West Florida to a position covered by the plan in another institution in the University System, the full balance of unused sick leave will be received and credited by the new employing institution.

4. Sick Leave Upon Retirement or Termination - Upon retirement or termination after ten (10) years of creditable state employment, a faculty member may be paid up to a maximum of sixty (60) days for accumulated sick leave or at a rate of 1/8 day's credit for all unused sick leave accumulated prior to October 1, 1973 and 1/4 day's credit for all unused sick leave accumulated after October 1, 1973. Payments made to a faculty member pursuant to this provision shall not be considered in any state administered retirement system as salary payments and shall not be used in determining the average final compensation of an employee in any state administered retirement system. Rate of payment for unused sick leave shall be determined by using the rate of pay at the time of retirement, termination, or death.

   A faculty member who separates from state service with less than ten (10) years of creditable service shall not be paid for any accumulated sick leave.

4.20 Sick Leave -- Faculty and Administrative & Professional Personnel (contd.)

In case of death, payment for accumulated sick leave benefits shall be paid to the faculty member's beneficiary, estate, or as otherwise provided by law.

4.21 Military Leave

Faculty members on either nine or twelve month contracts and members of the administrative and professional staff are eligible for military leave for active military service, short-term military training, inactive reserve training, National Guard state service, and pre-induction physical examinations. Details of the policies on military leave are available from the Department of University Personnel Relations.

4.22 Nepotism (Section 3.19, Pages 2-27 of BOR Manual)

Employment of Faculty, Administrative & Professional, and Staff personnel from the same family unit shall be discouraged, except when it becomes necessary because of a critical shortage of qualified personnel. When such employment is necessary, the following conditions will apply:

1. Faculty, Administrative & Professional, and Staff employees may be employed in the same academic department, provided that neither is in the supervisory or administrative capacity.

2. Faculty, Administrative & Professional, and Staff employees from the same economic family unit and/or related* employees may not be employed in the same administrative unit where one member has ultimate or direct administrative authority and responsibility.

3. Persons employed under this policy will have the same rights and privileges as any university employee.

These provisions, in particular cases, may be waived by the Chancellor upon recommendation of the University President.

4.23 Office Hours

Each faculty office should have scheduled hours for consultation posted conspicuously and each faculty member is expected to meet this schedule.

* Related refers to a one-degree relationship of their families -- brothers, sisters, children, their husbands or wives.

4.24 Outside Employment

The policy of the Board of Regents (Section 2, 3.15, pages 2-24A-2-25 of the Board of Regents Manual) states:

Outside Employment (Revised by BOR 7/25/73)

The primary responsibility of full-time faculty and staff, as employees of the Board of Regents and the State of Florida, is the full and competent performance of all assigned duties from their employment with the university. Both the university and the public have a right to expect such. Therefore, outside or dual employment or other forms of employee--community interaction which, by the nature or degree of involvement required, in any way interfere with the regular work of the employee are prohibited.

At the same time, the Board of Regents recognizes the value to its personnel, to the university, and to the community of the many types of consulting and other external employment experiences which members of the faculty and staff may engage in. Such activities enhance the professional competency of the individual and bring credit not only to him but to the university as well. Furthermore, these activities also render valuable service to business, industry, professional groups, local, state, and federal government and other public and private organizations, as well as providing an important ongoing link between the university and the surrounding community.

A. Outside employment may be authorized, provided (1) that it does not in any way interfere with the regular work of the employee; (2) that the official university association of the employee is not used in connection with said employment; and (3) that copies of all approved applications shall be filed with the president. The president shall send a summary report to the chancellor ten days after the end of each quarter certifying that to the best of his knowledge there have been no violations, or if there have been violations of this policy, such violations and the corrective actions taken or recommended.

B. The above policy on outside employment applies to instructional and research faculty, administrative and professional staff and exempted career service employees.

C. Dual Employment (Section 216.262 (1)(d), Florida Statutes)

1. No employee may hold more than one employment involving compensation from more than one state agency or from any appropriation other than appropriations for salaries. To do so requires special approval by the Board of Regents and the Department of Administration. The request for this approval must be instigated by the employer seeking

4.24 Outside Employment (contd.)

the services of the employee. A letter is also required from the employee's supervisor stating that the extra employment will not interfere with the employee's regularly assigned duties in his/her current full-time position.

2. This policy applies to instructional and research faculty, administrative and professional staff, and career service employees.

The policy of the Board of Regents will be implemented at The University of West Florida as follows:

1. Clearance must be obtained from the appropriate chairman or department head and provost or divisional head (as applicable) prior to an employee taking any outside assignment in any area of professional activity. This provision does not apply to that portion of the year when an employee's time is not contracted to the University.

2. In general, employees teaching an overload for compensation during a given academic quarter will not be given permission to engage in outside employment activity during that period of time.

3. Outside employment will be considered to include consultative activities and non-credit workshops, wherein the faculty member is reimbursed over his normal pay scale.

4. Any exception to these guidelines must be approved in writing, in advance of the acceptance of any outside employment, by the appropriate divisional head.

Authority for implementing the policies and procedures stated above have been delegated to the Vice President for Academic Affairs. All faculty and administrative personnel who wish to engage in outside employment must secure the University form entitled Request for Authorization for Outside Employment, fill it in, and submit it to the Vice President for Academic Affairs.

4.25 Patents and Copyrights

The University's policies on patents and copyrights may be summarized as follows:

4.25 Patents and Copyrights (contd.)

1. All persons engaged in projects sponsored and financed wholly by the University are under contract with the Board of Regents. This contract requires that all inventions and discoveries deriving from such projects be patented at the University's expense, and that they become the property of the University if the Board of Regents so decides. If the Board decides not to obtain a patent, all rights are released royalty compensation to the inventor when a patent on his invention is taken out by the State.

2. For each investigation financed in part by the University, either through purchase of materials or paying of personnel, and in part from outside sources, a contract stipulating patent and publication rights is made.

3. When investigations are financed wholly by outside sources, a contract stipulating rights and ownership of patents is made.

4. Patents on investigations made by a University employee at his own expense and on his own time are the private property of the employee if such investigation falls outside the field in which he is employed by the University. Whenever such invention or discovery falls within the field in which he is employed by the University, a determination will be made for handling the patent rights involved.

5. Under Board of Regents policies, it is the privilege of the teaching faculty of the institutions to write articles, pamphlets, and books, or to present papers before learned societies, to enter into contract for the publication of their works, to procure copyrights for their products, and to receive royalties resulting from their sales, where the ideas came from the individual, where the products were the result of independent labors, and where the institution was not responsible for the opinions expressed. Articles, pamphlets, and books written by one doing part-time teaching and part-time research which have no connection with his research are included herein. Authorship, however, should not interfere with teaching or other duties, and should be of an evaluating and helpful nature.

4.25 Patents and Copyrights (contd.)

6. Members of the non-teaching academic staff who write articles, pamphlets, and books must present their writings and claims for the privilege of copyright to the University, which makes recommendations for individual cases to the Board of Regents.

4.26 Payroll Schedule for Faculty and Administrative and Professional Staff for the Academic Year 1974-75

See table on page 54.

4.27 Professional Growth

The University encourages faculty members to participate whenever possible in conventions, workshops, institutes, and seminars related to their disciplines. See section on Faculty Service and Development Awards.

4.28 Research

The advancement of knowledge is a legitimate and necessary function of a university. To be successful in his teaching role, the faculty member should be involved in research and/or creative activities.

The Division of Sponsored Research and Training is housed in the Office of Academic Affairs. This office collects information on scholarship, fellowship, and grant opportunities, and interested faculty members may consult this information for available opportunities. This office will also provide assistance in proposal writing, editing, typing, and copying assistance, as well as information concerning the University procedures to be followed in preparing applications and proposals.

The University provides special support for research in a number of ways. Several research positions for summer quarters are awarded each year by the University Research Committee (URC). The URC also awards NSF-Institutional Grants for Science funds, when available, to faculty members for their research. Faculty Development Grants are also awarded each year, and these may be used for research. The Division of Sponsored Research and Training has made grants to the Provosts and some Faculties to provide "seed monies" for the preparation of research grants. Released time for research may be authorized by Faculty Chairmen with the approval of the Provost.

Payroll Schedule for Faculty and Administrative and Professional Staff for the Academic Year 1974-75

Payroll Period Dates		A & P 12 Month Faculty Warrants Issued (Pre-Certified)	9 Month Faculty Warrants Issued (Pre-Certified)		Adjuncts and Overloads Warrants Issued (Post-Certified)
8/23 - 9/ 5/74	12 Month & A & P (26 Pay Periods)	1 9/ 6/74			1 9/27/74
9/6 - 9/19/74	9 Month Faculty (20 Pay Periods)	2 9/20/74	1 9/20/74		2 10/11/74
9/20 - 10/ 3/74		3 10/ 4/74	2 10/ 4/74		3 10/25/74
10/4 - 10/17/74		4 10/18/74	3 10/18/74		4 11/ 8/74
10/18 - 10/31/74		5 11/ 1/74	4 11/ 1/74		5 11/22/74
11/1 - 11/14/74		6 11/15/74	5 11/15/74		6 12/ 6/74
11/15 - 11/28/74		7 11/29/74	6 11/29/74		7 12/20/74
11/29 - 12/12/74		8 12/13/74	7 12/13/74		8 1/ 3/75
12/13 - 12/26/74		9 12/27/74	8 12/27/74		9 1/17/75
12/27 - 1/ 9/75		10 1/10/75	9 1/10/75		10 1/31/75
1/10 - 1/23/75		11 1/24/75	10 1/24/75		11 2/14/75
1/24 - 2/ 6/75		12 2/ 7/75	11 2/ 7/75		12 2/28/75
2/7 - 2/20/75		13 2/21/75	12 2/21/75		13 3/14/75
2/21 - 3/ 6/75		14 3/ 7/75	13 3/ 7/75		14 3/28/75
3/7 - 3/20/75		15 3/21/75	14 3/21/75		15 4/11/75
3/21 - 4/ 3/75		16 4/ 4/75	15 4/ 4/75		16 4/25/75
4/4 - 4/17/75		17 4/18/75	16 4/18/75		17 5/ 9/75
4/18 - 5/ 1/75		18 5/ 2/75	17 5/ 2/75		18 5/23/75
5/2 - 5/15/75		19 5/16/75	18 5/16/75		19 6/ 6/75
5/16 - 5/29/75		20 5/30/75	19 5/30/75	(Post-Certified)	20 6/20/75
5/30 - 6/12/75		21 6/13/75	20 6/13/75	(1) 7/ 4/75	21 7/ 4/75
6/13 - 6/26/75		22 6/27/75		(2) 7/18/75	22 7/18/75
6/27 - 7/10/75		23 7/11/75		(3) 8/ 1/75	23 8/ 1/75
7/11 - 7/24/75		24 7/25/75		(4) 8/15/75	24 8/15/75
7/25 - 8/ 7/75		25 8/ 8/75		(5) 8/29/75	25 8/29/75
8/8 - 8/21/75		26 8/22/75		(6) 9/12/75	26 9/12/75
8/22 - 9/ 4/75					

(1-6) Nine-month Faculty on Forth Quarter Summer Supplemental appointment to be paid in (6) checks on dates indicated above. Whereas Summer Supplemental Appropriations are funded by the Legislature in the subsequent fiscal year, bi-weekly payrolls must be post-certified. Nine-month Faculty should note the three week period between checks 6/13/75 to 7/4/75.

4.29 Retirement System

All newly employed faculty must become members of the Florida Retirement System unless they are current members of another State of Florida plan. Payroll deductions under this system are 4% of gross salary plus social security deductions. The Florida Retirement System does not accrue interest, and upon termination from the system, actual payments made to the system will be refunded upon request. Changes to the system are planned for January 1975.

4.30 Terms of Employment

While teaching is the primary responsibility of regular faculty, involvement in counseling, research and University service are important commitments. A faculty member's overall contribution to the University is taken into consideration when viewing his work load. As a result, teaching loads may vary within departments and from term to term.

1. Teaching loads for regular faculty. During the 1974 session of the Florida legislature, Section 241.73, Florida Statutes was amended to read:

   Each full-time equivalent teaching faculty member at any institution under the supervision of the board of regents who is paid wholly from state funds shall teach a minimum of twelve classroom contact hours per week at such an institution. However, any faculty member who is assigned by his departmental chairman or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to twelve classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to twelve classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to twelve classroom contact hours per week as his salary paid from state funds bears to his total salary. In determining the appropriate hourly weighting assigned duties other than classroom contact hours, the chancellor shall develop, and the institutions shall apply, a formula designed to equate the time required for non-classroom duties with classroom contact hours.

4.30 Terms of Employment (contd.)

2. Teaching loads for faculty chairmen. The teaching loads of faculty chairmen are reduced in relation to their non-teaching responsibilities. As faculty members, chairmen are eligible for selective reduction of the teaching load for research or writing projects. As chairmen, a normal reduction of one-half load is allowed for administrative duties.

4.31 Travel

The University encourages travel for professional reasons when such travel will benefit the individual or the University. The amount of travel is, of course, limited by the funds available.

All travel away from the University for professional reasons must be cleared through proper channels whether or not it involves expense to the State of Florida. Official forms requesting permission to travel away from the campus on official business may be obtained from any of the Provosts.

Forms of application for reimbursement of travel expenses may be obtained from the Controller. (See University Policy Memoranda for additional information.)

4.32 Workmen's Compensation (from Section 3.8, BOR Manual)

(Chapter 440, Florida Statutes)

The law provides that all employees shall be protected by Workmen's Compensation. All institutions and agencies under the Board of Regents are required to provide such coverage as a self-insurer.

5.0 INFORMATION REGARDING STUDENTS

The Vice President for Student Affairs coordinates all student activities and student services. Detailed information about student services and University policies related to student life is provided in the University Student Handbook. Policies and guidelines for student organizations are provided in the Student Organizations Handbook.

Specific areas of responsibility are as follows:

Dean of Students: The Dean provides general information to students and faculty concerning University student life, policies, and procedures. Foreign students are also provided with immigration information and personal counseling services. The official process of withdrawal from the University is initiated in this office. The Dean of Students serves as advisor to the Student Finance Committee and as the Vice President's appointee to many University committees.

Assistant to the Vice President (Minority Affairs): The Assistant to the Vice President serves as the minority affairs representative for all University student life. The Assistant administers Title VI of the Civil Rights law as it pertains to all phases of academic and social life.

Counseling Center: Personal, social marital, and vocational counseling as well as vocational and psychological testing, is provided to students and their families by a staff of qualified psychologists.

Center for Cooperative Education and Placement: Cooperative Education arranges work experience in the students chosen field, for which credit is earned during the degree program. Placement Services assists students toward employment upon graduation.

Student Activities: This office coordinates all student organizations and entertainment programs. Information regarding regulations and procedures governing student organizations may be obtained through the Office of Student Activities. The office maintains a complete calendar of campus activities, and all faculty members are urged to coordinate planned activities for calendaring purposes with this office.

Student Financial Aid: This office is responsible for the administration of all student financial aid programs.

Health Center: The center provides 24-hour nursing care with a physician in attendance daily Monday through Friday. Medical care to the dependents of students is also offered on a fee-for-service basis.

Student Publications: This office is delegated the authority and responsibility for the direct administration and supervision of all authorized student publications.

University Testing: This office administers all University-wide standardized testing programs.

Veterans Affairs: This office provides outreach activities for the Veteran in the West Florida area. Referral and follow-up arrangements with service agencies, recruitment activities, special educational programs including remedial, tutorial, and motivational programs are provided by the Veterans Affairs Office.

Sports Programs: The sports program provides a wide range of athletic activities, including extramural competition and an intercollegiate basketball team. Extramural competition is provided in sailing and soccer.

Recreation and Intramurals: The Planning, coordinating and implementing of University recreational activities and programs including intramurals for both men and women are the responsibility of this office.

Housing Services Office: This office is responsible for the financial management and maintenance of the resident houses.

Resident Counseling and Programming Office: This office, with support from the Housing Services Office, provides programs which contribute to the academic, social, and cultural advancement of each resident student.

Off-Campus Housing Office: Services of this office include information regarding available off-campus housing facilities for all University students.

Child Care Center: The Center provides care for the children of students, faculty, and staff, and also serves as an internship for students majoring in related fields.

6.0 COMMITTEES AND COUNCILS

6.1 Committees or Councils Reporting Directly to the President

Advancement Planning Committee. This committee consists of three members of the faculty, one graduate student, one undergraduate student, one local alumnus, and one local citizen member of the UWF Foundation all appointed by the President. In addition *ex officio* members include the Vice President of University Relations, the Director of Development, the Director of Campus Planning, the Director of University Recreation, the Director of University Libraries and the Executive Assistant to the Vice President for Academic Affairs. The purpose of the committee is to recommend plans and programs for the general advancement of the University.

Budget Committee. This committee consists of six faculty members selected by the President, the Vice President for Administrative Affairs who is the chairman, the Director of Institutional Research and the Chairman of the Student Finance Board. The committee advises the President regarding the formulation of the University budget.

Committee on Committees. This committee is composed of one faculty member from each college appointed by the President, one student nominated by the Student Council and appointed by the President and one administrative or professional staff member appointed by the President. The committee makes recommendations regarding the creation of new committees and the consolidation or demise of existing committees. It is also concerned with the purpose, specific responsibilities, size, composition and method of membership selection for all University-wide permanent committees.

Equal Opportunity Council. The purpose of this council is to review and monitor equal opportunity programs and activities and to make recommendations to the President on all matters relating to the achievement of equal opportunity within the University. The Vice President for Academic Affairs will serve as Chairman. Other members include the Vice President for Administrative Affairs, the Vice President for Student Affairs, the Executive Assistant to the Vice President for Academic Affairs, the Assistant to the Vice President for Student Affairs, the Director of University Personnel Relations, two students appointed by the President, and one faculty member elected by the Faculty Council. The Executive Assistant to the President serves as Secretary.

6.1 Committees or Councils Reporting Directly to the President (contd.)

Faculty Personnel Committee. This committee consists of six tenured faculty, one elected by each of the college faculties and one appointed from each college by the President. The committee reviews and makes recommendations to the President in all cases where a faculty member may not be recommended for tenure or contract renewal. In the event the President is considering such an adverse decision, he so informs the faculty member and the committee in writing. The committee has wide latitude in investigating the case before making its recommendations to the President.

Faculty Council. The council is composed of 18 faculty members with six elected by each college. The Faculty Council is the principal forum for discussion of matters of broad concern to the faculty. The council determines its own procedures and elects its chairman from the membership. Meetings of the council are open to the general faculty.

Student Council. The council is composed of ten students elected by each student body, the President, Vice President, Secretary and Treasurer of the student body and the Vice President for Student Affairs. The council provides students an opportunity to participate in the decision-making processes of the University.

University Equal Employment Opportunity Committee. This committee will serve as a compliance review committee in regard to the University Affirmative Action Plan. The committee will consist of the Director of University Personnel Relations and the Executive Assistant to the Vice President for Academic Affairs. The President will appoint two faculty members, one Administrative and Professional member, two career service members and two students. The Assistant to the Vice President for Student Affairs will serve as an *ex officio* member.

University Judiciary. This committee shall be responsible for the administration of student conduct in matters which involve students from more than one resident college, and it shall serve as the appeal body for matters originally adjudicated by the college judiciary agency. It will also be assigned jurisdiction for matters which, because of time, precedent, and severity are likely to be more appropriately adjudicated at the University level. Membership includes two students and one faculty member from each college. The Vice President for Student Affairs is an *ex officio* member and the non-voting Secretary.

6.2 Committees or Councils Reporting to the Vice President for Academic Affairs

Andean-Peruvian Studies Program. This committee is responsible for developing, recommending, and administering the policies of the Andean-Peruvian Studies Program. Members are selected by the President.

6.2 Committees or Councils Reporting to the Vice President for Academic Affairs (contd.)

Academic Council. The Academic Council delineates fundamental academic issues. Its goal is to improve and facilitate the academic operation of the faculties, the colleges and the University. The council is chaired by the Vice President for Academic Affairs. The membership consists of three faculty members from each college. Two are elected, and one is appointed by the Provost of each college. In addition a student nominated by the Student Council and appointed by the President will serve on the council.

Admissions Committee. This committee recommends rules, regulations, and guidelines for the admission of students to the University. Membership includes the Director of Admissions, the Dean of Student Affairs, and five faculty members appointed by the President.

Calendar Committee. The committee consists of three faculty members, one from each college, appointed by the President, two students, and the Director of Registration and Records. The committee is charged with devising the University academic calendar.

Committee on Teacher Education. The chairman of the committee is the Associate Vice President for Education. The committee also include the chairman or his designated faculty member from History, Mathematics, English, Biology, Art, Professional Education and all degree programs in teacher education. The Director of Student Teaching will serve as Secretary. One undergraduate and one graduate student enrolled in Teacher Education shall be appointed by the President. The committee will recommend guidelines for the development, coordination, and improvement of the total teacher education program. In addition, the committee will monitor all teacher education programs and will insure that accreditation and state requirements are being followed.

Editorial Committee of the University of West Florida Press. The Editorial Committee shall be composed of seven members, including two elected faculty members from each college and one member appointed by the Vice President for Academic Affairs from the Faculty, Administrative and Professional, or Career Service Personnel. The Chairman is selected by the members of the committee. A detailed statement on procedures and guidelines for the Committee is given in University Policy Memorandum No. 32.

Graduate Committee. The Vice President for Academic Affairs is the Chairman.The committee consists of three elected faculty members, one from each college, three faculty appointed by the President and one graduate student appointed by the President. The committee is to review and make recommendations regarding the academic merit of proposed new graduate programs, review and recommend proposals for new graduate course offerings within or supporting existing programs, review and recommend on all matters of graduate course additions and changes, and develop forms and procedures which shall be used by faculties when requesting course changes, additions, or deletions.

6.2 Committees or Councils Reporting to the Vice President for Academic Affairs (contd.)

Library Committee. Membership consists of three elected faculty members, one from each college, the faculty appointed by the President, one student appointed by the President and the Director of University Libraries. The committee is to review book fund allocations with a view to promoting the best interest of the University as a whole, maintain liaison with the faculties and the colleges to ensure adequate communication regarding faculty and student needs for library resources, and prepare an annual report on the plans, needs, operation and condition of the library.

Undergraduate Curriculum Committee. Membership is composed of three elected faculty members, one from each college, three faculty members and one student appointed by the President, and the Director of Registration and Records who serves as non-voting Secretary. The committee is to establish general standards for course offerings, establish procedures for the initiation of new undergraduate courses and programs, review and recommend on all matters of course additions and changes, develop forms and procedures which shall be used by all faculties when requesting changes, deletions, and additions to their course offerings.

University Research Committee. The committee consists of three elected faculty members and three faculty members appointed by the President, with equal college representation, and the Director of Development. The purpose of the committee is to promote programs of research within the University, to recommend policy and procedure on research to ensure compatibility with the role and scope of the University, to recommend the allocation of funds, to proposed faculty research projects, and to ensure adherence to Board of Regents and other Unviersity guidelines and regulations on copyrights and patents (see University Policy Memorandum No. 18, (1968).

6.3 Committees Reporting to the Vice President for Student Affairs

Cinema Committee - Lyceum Program. This committee will develop and recommend programs of cinema events for the Popular Cinema and Cinema Classics film series. Membership consists of three students and one faculty member appointed by the President.

Forums Committee - Lyceum Program. This committee will develop and recommend a program of speakers, lectures, and related discussion. Membership consists of three students and one faculty member appointed by the President.

Performing Arts Committee - Lyceum Program. This committee will develop and recommend a program of performing arts events. Membership consists of six students and one faculty member appointed by the President.

6.3 Committees Reporting to the Vice President for Student Affairs

Popular Entertainment Committee - Lyceum Program. This committee will develop and recommend a program of popular concerts and entertainment. Membership consists of six students and one faculty member appointed by the President.

Resident Housing Conduct Committee. This committee will hear and adjudicate violations by students of resident housing policies and regulations, as assigned by the Vice President for Student Affairs and the appropriate Provost(s). The committee will consist of two students from each of the three Resident College Complexes and a Faculty Associate appointed by the Vice President for Student Affairs.

Travel Committee - Lyceum Program. This committee will develop and recommend a program of domestic and foreign travel. Membership will consist of three students, one faculty member, and one career service representative, all appointed by the President.

University Health Service Committee. The Director of the Health Center, and Director of Auxiliary Services, the President of Student Council, and the Dean of Students are all *ex officio* members of the committee. Three students will be appointed by the President.

University Scholarship Committee. This committee will recommend the policies and procedures for University-wide financial aid to undergraduate and graduate students at The University of West Florida. The Director of Development and the Director of Student Financial Aid will serve as non-voting *ex officio* members. The President appoints three faculty members, a member of UWF Foundation, a graduate student, an undergraduate student, and a representative of Faculty Council who shall serve as chairman of the committee.

University Sports Committee. This committee will develop, recommend, and implement policies and procedures concerning sports clubs, extramural sports, and intercollegiate athletics. The committee includes the Director of Athletics and Chairman, Faculty of Health, Leisure, and Sports and the Director of University Recreation as *ex officio* members. The President appoints three students, three community citizens, and a faculty member who serves as the committee's chairman. Membership also includes a Career Service member nominated by the Vice President for Administrative Affairs and an elected faculty member from each college.

University Springcoming Steering Committee. The Vice President for Student Affairs, the Assistants to Provosts or Assistant Provosts, the Student Affairs Coordinator, and the Director of Alumni Affairs are all *ex officio* members of the committee. Seven students and two alumni complete the membership. The committee is to be responsible for planning, coordination and implementation of the annual Springcoming activities.

6.3 Committees Reporting to the Vice President for Student Affairs (contd.)

University Student Conduct Committee. This committee will hear and adjudicate violations by students of the Code of Student Conduct, other than academic dishonesty, as assigned by the Vice President for Student Affairs and the appropriate Provost(s). In addition, it will serve as the appeal body in certain matters originally adjudicated by the Residence Housing Conduct Committee, the Office of Student Housing, or the Vice President for Student Affairs. The committee will consist of three students and two faculty members. A representative of the Vice President for Student Affairs will serve as *ex officio* non-voting Secretary. The Student Council will nominate the three student representatives and recommend their appointment to the President. The President will appoint the two faculty representatives, one of whom will be designated as chairman.

6.4 Committees Reporting to the Vice President for Administrative Affairs

Computer Services Committee. The purpose of this committee is to consider and make recommendations on all matters relating to University computer resources. Its specific responsibilities are to provide an official communications link between the department of Computer Services and major computer users; to review and make recommendations upon priorities for machine usage, systems development, and data preparation resources; and to review and make recommendations for changes in hardware. Membership consists of three elected faculty members, one from each college, plus one faculty member from the Faculty of Systems Science recommended by the Provost and nominated by the President (elected Omega representative shall not be from Systems Science) and one member each appointed from the staff of Academic Affairs, Administrative Affairs, Student Affairs and University Relations. The Director of Computer Services shall serve as Secretary, and as a non-voting *ex officio* member. The Chairman shall be one of the college representatives elected by the members.

Employee Relations Committee. This committee is to plan, organize and implement employee recreational, social, athletic, and welfare programs. In addition, the committee will serve as a forum to reveal and air Career Service problems and concerns and as a channel of communication for flow of information about matters of interest. Membership will be two elected Career Service members from each of the following: Alpha, Gamma, Omega, the remainder of Academic Affairs, Student Affairs, Physical Plant, and Administrative Affairs. The Director of University Personnel Relations will serve as an *ex officio* advisor to the committee.

6.4 Committees Reporting to the Vice President for Administrative Affairs (contd.)

Insurance Committee. The committee consists of one faculty member from each college, one Administrative and Professional member, and one Career Service member, all appointed by the President. The Director of University Personnel Relations is the non-voting Secretary. The committee is to (1) ascertain University needs regarding group insurance, (2) receive and study suggestions from faculty and staff regarding group insurance, (3) periodically review existing programs, (4) request and analyze insurance plans from various insurance companies, (5) determine the stability and reputation of insurance companies whose insurance programs the committee recommends for adoption.

Safety Committee. This committee will develop, review, and recommend policy on all safety matters affecting the University community. Membership on the committee will consist of one member of the Faculty of Vocational-Technical-Business Education who specializes in Industrial Safety appointed by his Chairman and an additional faculty member from Chemistry or Biology appointed by the President. The President will also appoint one Resident Assistant, and one male and one female student. *Ex officio* members include the Director of the Department of Public Safety and Security, the Director of Campus Planning, and the Director of Physical Plant.

University Awards Committee. The specific responsibilities are as follows: (1) publicize and encourage all Career Service employees in the University to participate in the State Awards Program, (2) make investigations and evaluation of Career Service state-wide suggestions and superior accomplishments as referred to The University of West Florida from the State Awards Program Coordinator, (3) file committee reports with the Division of Personnel and Retirement in Tallahassee outlining reasons for each suggestion accepted or rejected, (4) when a suggestion is recommended for adoption, coordinate with the Vice President for Administrative Affairs for implementation and payment of award consideration, (5) develop and recommend local award or recognition programs for Career Service personnel such as pins or certificates for longevity recognition or outstanding contribution to the University or community. Membership includes a member of the University Personnel Relations staff, one faculty member, a member of the Administrative and Professional Staff and a member of the Career Service Staff. All are appointed by the President.

University Facilities Planning Committee. The committee is chaired by the Vice President for Administrative Affairs. Other members are one faculty member from each college, one student, the Director of University Campus Planning, the Director of University Administrative Planning, the Director of Physical Plant, the University Registrar, and the Dean of Student Affairs. The Assistant to the Vice President for Student Affairs will serve as an *ex officio* member. The committee is to make recommendations regarding campus development and physical plant in light of projected plans, and to monitor and make recommendations for the efficient use of facilities.

6.4 Committees Reporting to the Vice President for Administrative Affairs (contd.)

University Food Service Committee. The purpose of the committee is to define, analyze and discuss the problems of food service, vending, and concessions in order to advise and recommend solutions to the Vice President for Administrative Affairs; and to represent constituent opinion on related matters. Membership consists of three resident students and two commuting students nominated by the Student Council and appointed by the President; one Career Service staff member, appointed by the President (Auxiliary Services employees not eligible); one administrative staff member from the Division of Student Affairs; one faculty member from each college, appointed by the President; and the Food Service Manager and the Director of Auxiliary Services serving as *ex officio* members. The Chairman will be a faculty member elected by the membership. The Vice Chairman will be elected by the membership from among the student representatives.

University Property Survey Board. The Director of Internal Control, the Director of Purchasing, and the University Controller are all *ex officio* members of the board. Two faculty members appointed by the President are also on the board. The Supervisor of Property Records is the non-voting Secretary. The board is to review requests and take appropriate action on obsolete, lost, stolen, or destroyed equipment submitted by any department requesting relief from accountability, and to ensure that accountability for equipment will be in compliance with Chapter 273 of the Florida Statutes--State Owned Tangible Personal Property.

University Records Management and Archives Committee. The committee is to develop policy and procedures for the formulation and operation of a University Records Management and Archival Program. (Authority--Florida Archives and History Act, Chapter 267, Florida Statutes). The committee is chaired by the Director of Internal Controls. The remaining members are appointed by the President and consist of two members from the Administrative and Professional staff, two members from the Academic Affairs staff, one member from the Student Affairs staff, and two members from the faculty.

University Traffic and Road Safety. The committee is to recommend regulations regarding traffic and parking at the University. The committee consists of one elected faculty member from each college, one of whom will act as Chairman, the Director of University Public Safety and Security, who shall serve as Secretary, the Director of Physical Plant, the Director of University Campus Planning, one student from each college nominated by the Student Council and appointed by the President, and three non-faculty personnel appointed by the President.

7.0 LIBRARY

7.1 Collections

The collections of the Library of The University of West Florida are housed in the main library named in honor of Mr. John C. Pace, of Pensacola. The resources of the library include, in addition to individual books and bound volumes of periodicals, a wide variety of maps, microforms, pamphlets, instructional materials, records, tapes, scores and special manuscript materials. The collections, wherever located, are under the supervision of the Director of University Libraries who coordinates, in cooperation with appropriate departments and faculties, the funding, purchasing, cataloging and administration of all library materials.

7.2 Loan Privileges - Library Materials

Faculty may borrow materials from the circulating collection for an extended loan period. After 14 days, such loans are subject to recall should they have been requested by another borrower. The Library is responsible for an annual audit of books loaned to members of the faculty. Materials in the Special Collections division, including rare books, manuscripts, and West Florida Papers, are available for use only in the Library reading rooms. Books and journals not in the collection, but needed in faculty research, may often be obtained from neighboring academic libraries. Requests for interlibrary loans or acquisition of photocopies may be made through the Reference Department.

Adult dependents of faculty receive full loan privileges.

7.3 Other Library Materials

Members of the faculty are urged to consult the Reference Department for such materials as pamphlets, curriculum guides, state-approved texts, photographs, maps, college catalogs, and a variety of loose-leaf services. The University Library contains a large collection of microfilm, microcard, and microsheet publications, containing such diverse types of documentary materials as federal publications, Early American imprints, and backfiles of scholarly journals. Facilities for reading and hard-copy printout are also available through the Reference Department. The Library is a depository for federal and state publications. Files of such materials are maintained in the Government Documents Department on the second floor.

7.4 Reserve Books

The University Library maintains a limited reserve collection. Members of the faculty wishing to place materials on reserve loan status should give full information to the Reserve Room Supervisor as far in advance of class need as possible. Multiple copies of high-use journal articles may also be prepared for the benefit of individual classes. Sufficient copies to meet temporary demand will be made upon request at no charge to the instructor or to his faculty.

7.5 Faculty Study Areas in Library Building

A limited number of individual study areas are available to members of the faculty engaged in special projects or research. Requests for assignment of such areas should be directed to the Associate Director of Public Services.

7.6 Acquisitions Department of Library

The Library Committee annually allocates to each faculty a certain percentage of the library book budget for the purchase of materials recommended by members of the faculty. Forms for submitting such recommendations are available from the Acquisitions Department. Implementation of policies involving all aspects of selection, ordering, and cataloging of library materials is the responsibility of the Associate Director for Technical Processing. The University Library participates in a program of acquiring all significant current monographs of academic interest, in English, upon publication. Departmental fund allocations, therefore, are principally employed for the acquisition of early, out-of-print or foreign works.

7.7 Publications and Other Services

The University Library sponsors the distribution of various general works. The Handohlet, a general description of the Library, its departments and services, is available for general distribution to University students and faculty.

In addition to the foundation room on the fifth floor of the Library there is a special-purpose room with an adjacent patio overlooking the Escambia River. The area may be scheduled for small conferences, seminars, special programs, and meetings. Requests for the use of the facility are coordinated by the Office of the President.

Several other areas in the University Library are also available for special use by individual classes or seminars. Requests for such facilities should be addressed to the Director of Libraries.

Members of the faculty are encouraged to use the staff and facilities of the Reference Department in connection with specialized bibliographical or other class need of the students. Tours of the building, informal meetings with student, or formal class sessions, may be scheduled at the request of the faculty.

7.8 Faculty Participation in Library Department

Much of the rapid growth of the University Library has resulted from the cooperation and assistance of individual members of the faculty. The Library shall continue to rely on the specialized knowledge and experience of our faculty. The University Library welcomes the assistance of the faculty in locating book collections, personal, or institutional sources of support, specialized dealers and individual titles recommended for purchase.

8.0 CONTINUING EDUCATION

8.1 Course Coordination

The Office of Continuing Education, in addition to sharing the general academic responsibilities of the University, is specifically responsible for two major areas of service:

1. All credit courses offered off-campus at centers and other locations.
2. Certain credit-free or special activities on or off campus.

The Office is particularly responsible for the educational needs of Escambia, Santa Rosa, Okaloosa, Walton, Washington, Holmes, and Bay Counties. Two center locations are at Eglin Air Force Base and Panama City where the Office seeks to extend the resources of the University according to the policies established by the Board of Regents. Occasionally the Office may plan courses for other areas of the state provided the State University System office approves.

Except within a designated 25-mile radius of the University, Continuing Education courses may be scheduled for any off-campus location deemed to be adequate for conducting a given course. However, a credit course may be offered within the 25-mile radius of the University provided the following conditions are operative:

1. The course is under contract and/or is designed to solve a special problem or need.
2. The same course cannot feasibly be offered on campus during the late afternoon or at night.

Courses taught off campus and not meeting the above specifications will be considered a part of the instructor's regular load. Enrollment is expected to and does vary according to circumstances associated with the scheduling of each course offering. Courses are subject to cancellation if sufficient enrollment is not attained.

A quarterly brochure listing credit course offerings is made available prior to registration. Registration dates and procedures, the calendar for class meetings, student policies, counseling procedures, and resident credit policies are included in the brochure. A handbook of policies and procedures for Continuing Education faculty is made available to those selected to teach off-campus courses.

8.2 Procedures for the Approval of Assignment of Faculty to Continuing Education Courses

In accord with Board of Regents' policy, the Director of Continuing Education refers course requests to the appropriate provost and departmental chairman. Courses taught through Continuing Education carry Resident Credit and must be approved by the Undergraduate Curriculum Committee and/or the Graduate Committee prior to being offered. After receipt of course requests, faculty members of the particular college are then selected by the departmental chairman and provost to teach the courses. The names of selected faculty are then submitted to the Director of Continuing Education for off-campus assignment. In short, faculty appointment to Continuing Education courses is a mutual responsibility shared by the appropriate college administrators and the Director of Continuing Education. Instructors for credit-free activities (short courses, workshops, etc.) are similarly selected, depending on the nature and needs of instruction. On occasion, more than one instructor may be involved in both a credit or a credit-free activity.

When a request is made that cannot be staffed from the regular University teaching faculty, the services of qualified adjuncts may be considered. These requests are approved or disapproved by the appropriate college administrators, and the Academic Vice President. The names of approved adjunct personnel are then submitted to the Director of Continuing Education for teaching assignment. If a course request cannot be staffed, either by regular or adjunct faculty, the request may be sent to the State University System coordinator for staffing by another institution.

8.3 Responsibilities of Continuing Education Instructors

As soon as an instructor is assigned a continuing education course, he should submit to the bookstore manager at The University of West Florida the title of the text to be used, the edition, the name and address of the publisher, the expected class enrollment, and the location of the course. A form is provided by the Office of Continuing Education for this purpose.

Library resources at The University of West Florida are available for use by all students in continuing education classes, and each instructor should inform students of available library resources both on campus and at centers.

Instructors who wish to have books placed on special reserve or who need multiple or single copies of publications should present their bibliography to the Director of Libraries, or a member of the reference staff at The University of West Florida Library.

8.3 Responsibilities of Continuing Education Instructors (contd.)

If an instructor requires that a more extensive bibliography be made available at his class site, he will be supplied instructions for ordering his library materials from the Librarian, Extension Library, Bay Campus, University of South Florida, St. Petersburg, Florida.

For information concerning any instructional aid or service, contact the Director of Instructional Media, The University of West Florida, Extension 465.

All credit courses offered at off-campus centers by The University of West Florida are for resident credit; however, credit earned is applicable toward a degree only upon approval of the faculty of the discipline in which the student plans to earn his degree.

Students in continuing education classes who are pursuing degrees at The University of West Florida will follow the same counseling procedures as full-time students. Regular faculty members from The University of West Florida as well as resident faculty will be available at off-campus sites on announced dates to counsel students. Center operations offer full-time counseling services.

Students should be advised that they must abide by the rules and regulations of the host agencies concerning parking, smoking, dress, etc. Such regulations may particularly apply at military installations.

If it becomes necessary to ask a substitute to teach a class, the Director of Continuing Education and the regular instructor's faculty chairman should be informed in advance of this substitution.

Instructors who are unable to meet classes due to emergencies should contact the Office of Continuing Education at The University of West Florida for assistance in providing emergency measures. Instructors teaching at off-campus centers should also report any changes in scheduling to the resident director. All missed classes must be made up during the quarter.

8.4 Remuneration for Teaching Continuing Education Courses

Regular faculty members may be assigned Continuing Education courses as part of their regular teaching load with appropriate reduction of their normal on-campus duties. However, most instructors are requested to undertake such an assignment on an overload basis.

8.4 Remuneration for Teaching Continuing Education Courses (contd.)

In compliance with Board of Regents' policies, overload remuneration for Continuing Education instructors who are regular faculty members cannot exceed 20% of their base salary within the fiscal year, whether on a 9-month or 12-month contract. However, nine-month personnel are free to teach Continuing Education courses the summer quarter, on a regular load basis, provided necessary funds are available.

To compute overload base for a 12-month period, multiply the 9-month salary by 122.22%. Multiply this total by 20% to get maximum annual overload payment.

For example:

$10,000	(9-month salary)
X 122.22%	
12,220.	(12-month overload base)
x20%	(overload limitation for year)
$ 2,444.	(maximum annual overload payment)

So that the Office of Continuing Education can operate as closely as possible on a fiscal year basis, summer quarter assignments are charged to the new fiscal year according to the existing overload base.

On-campus instructors assigned to teach overload east of Walton County are reimbursed at a rate of 2.0% of the academic year salary per quarter hour taught. On-campus instructors assigned to teach overload in the Pensacola-Eglin area are reimbursed at the rate of 1.8% per quarter hour taught. Resident instructors assigned to teach overload in their center areas are reimbursed at the same rate.

Twelve-month contract personnel assigned overload as reimbursed at the rate of 1.67% of the annual salary per quarter hour taught. Faculty chairman considered for overload assignment must obtain the approval of the Vice President for Academic Affairs.

Travel expenses beyond the vicinity limit will be paid according to state regulations.

Personnel teaching non-credit activities are paid on a scale commensurate with the amount of instruction required and the funds available to support the activity.

Any questions relating to the operational policies of the Office of Continuing Education should be referred to the Director, Extension 393 or 394.

9.0 OTHER SOURCES OF INFORMATION

Additional information on University matters may be found in the following:

University Catalog - published annually

University Policy Memoranda - issued to each faculty member

Gold Book - (Listing of University standing committees, student organizations and fraternities) - issued to each faculty member

Student Handbook - published annually

"Fountain of UWF" - official information bulletin published internally

Minutes of Committee and Council meetings - filed in provosts' offices

Personnel Manual - maintained in chairmen's offices

Board of Regents Manual - filed in provosts' offices

Academic Policies Manual - issued to each faculty member

Student and Staff Directory - published annually

"The Voyager" - student newspaper published weekly

Special interest folders and brochures published irregularly as needed.